



# University of Wisconsin-Whitewater Information Systems Compliance Form

PURPOSE : By signing this form you certify that as a user of any UW-Whitewater administrative system required in performing the duties of employment you will abide by the state and federal laws and the University policies that apply to the proper use of data. Logging onto your account constitutes agreement to these guidelines and the following documents, which are included by reference:

1. "UW-Whitewater Network Infrastructure Use Policy" <http://www.uww.edu/icit/governance/policies/network/infrastructure.html>
2. "Family Educational Rights And Privacy Act" [http://www.uww.edu/registrar/common/docs/UWW\\_Policy\\_Statement.pdf](http://www.uww.edu/registrar/common/docs/UWW_Policy_Statement.pdf)

RESPONSIBILITY: The granting of access carries with it an implicit bond of trust that:

- You will store under secure conditions all data that you obtain from on-line panels, web page displays, data warehouse, or extracted datasets, including all printed data as well as online transmission of data, e.g., e-mail or FAX.
- You will be a responsible user of data, whether it is data relating to your own unit or another unit. This is especially important given the shared environment of the administrative systems.
- You will make every reasonable effort to interpret data accurately and in a professional manner.
- You will sign off any administrative system when not using it.
- You will keep passwords to yourself except in those cases where shared user ids and passwords have been setup to access non-confidential and/or public record information as is the case of the Shared Financial System.
- You will access only that information you need to perform your job at the University. This means **no** casual browsing of data.
- You will make every reasonable effort to maintain the privacy of the data. This includes knowing what constitutes "directory" or public information and observing the student's and/or employee's right to withhold this information.
- You will make every reasonable attempt to maintain the integrity of the data. This includes making only the changes that you are authorized to make and doing so in an appropriate manner.
- Whenever personally identifiable student and/or employee information is requested from you and you are **not certain** of the requestor's "legitimate educational need to know" or the student's/employee's desire to withhold information, you will refer the request to the Registrar's Office if it pertains to a student, and to the Human Resources Office if it pertains to an employee. For example, a student's advisor requesting a student's GPA has a legitimate educational need to know the information; the president of a social club to which a student belongs who makes the same request does not have a legitimate need to know. Be careful that the information cannot be inferred from what appears to be a legitimate request. For example, a summary report that produces a summary line that includes only one person would show personally identifiable data.

I have read the UW Whitewater Compliance statement above and which is incorporated by reference into this signed request. I understand my responsibilities and obligations regarding data security and confidentiality. I am aware that failure to comply with security and confidentiality procedures or deliberate abuse of computer facilities can result in loss of access privileges and disciplinary action. I understand my obligations as a responsible user of the administrative system and the data to which I will be granted access.

Name (printed):  UW-W ID Number (if known):

Signature:  Date:

Title:  Dept/Unit:

Campus Address:  Campus Phone:

Campus E-mail (if known):

Employee: After completing the form send the original (keep a copy for your records) to **Human Resources, HY 330**