University Data Integrity and Privacy Understanding

In order to comply with the CUNY CIS IT Security Procedures policy outlined in the CIS memo dated June 25, 2014, the Information Technology Department at Hostos Community College requires that you accept and understand the following:

1) Elevated privileges granted to you to access University systems that contain information related, but not limited to, Student and Personnel education, personal and financial information; is to be used solely for tasks associated with the fulfillment of your duties at Hostos Community College in support of the College and University operations.
2) All non-public data is considered private and it is your responsibility to ensure the integrity and privacy of such data is maintained throughout the fulfillment of your tasks.
3) All requests for access to such data must be duly recorded and require approval to ensure authenticity of such requests.
4) No private College or University data should ever be distributed, regardless of its content, to unauthorized individuals and to no one that is not a part of the CUNY system, either as a student or personnel.
5) No data will be altered by you unless you have been specifically authorized to do so by the department/division head and a log of such activity is maintained for review of the same.
6) Liability of any legal or institutional actions that arise from the inappropriate divulgence of private information utilizing your login rest solely with you and you will comply with investigations that may pursue to resolve any such incidents.

By signing below, you understand and agree to the terms above and all other conditions to ensure the continued protection of data access and distribution to which you have been granted elevated privileges.

Print Name:_____ Title:_____

Signature:_____

Date:_____

Supervisor Name:_____ Title:_____

Supervisor Signature:_____

Date:_____

This completed form must be submitted to the Hostos IT Department located in B-420