University ITS employees, including student employees and consultants (hereinafter “employees” or “employee”), support a variety of University technology functions. Employees will, as part of their duties, need to access individual student, employee and affiliate data, information and records from various sources (both electronic and non-electronic) as well as other confidential and proprietary University of Connecticut data, information and records such as financial and statistical information, communications, strategic plans computer code, etc.) (hereinafter “Confidential Information”).

Confidential Information is protected by federal and state laws and by University policies.

By signing this form the employee acknowledges that s/he has been afforded a full opportunity to become familiar with UITS policies and procedures concerning Confidential Information as follows:

(1) The employee acknowledges that s/he has had a full opportunity to read and understand IT policies, standards, guidelines and recommendations as listed on the University ITS (hereinafter “UITS”) policy web page (itpolicy.uconn.edu). The specific policies and other documents that are relevant to confidentiality of information are listed in the UITS RULES OF CONDUCT WITH RESPECT TO CONFIDENTIAL INFORMATION document. Upon notification by UITS management of additional IT policies or a change to current IT policies, the employee acknowledges that s/he is responsible for becoming familiar with the new or changed policy.

(2) The employee acknowledges that s/he has had a full opportunity to read and understand the Introduction to Information Security Awareness available from the UITS policy web page (itpolicy.uconn.edu). Upon notification by UITS management of a change to the Introduction to Information Security Awareness, the employee acknowledges that s/he is responsible for becoming familiar with the revised document.

(3) The employee acknowledges that s/he has been advised of the specific Confidential Information to which s/he has been granted access and agrees to access that Confidential Information solely in order to perform his/her specified duties.

(4) The employee acknowledges that any Confidential Information to which s/he has access, regardless of the form of that Confidential Information, will not be exhibited, revealed, released or distributed to or discussed with anyone except as required within the scope of his/her job responsibilities and/or as directed by a member of the UITS executive team (VPET).
(5) The employee agrees not to seek personal benefit or to permit others to benefit personally from any Confidential Information, as defined above, that has come to them through their work assignments.

(6) The employee agrees not to make or permit unauthorized use of any Confidential Information.

(7) The employee acknowledges that s/he will not attempt to access, alter, change, modify, add, or delete from any record, report or information system including audit trails and logs, a true and correct entry, outside of the scope of his/her job responsibilities.

(8) The employee acknowledges that s/he will not intentionally include or cause to be included in any record, report or information system, a false, inaccurate or misleading entry.

(9) The employee acknowledges that s/he is responsible for any access by the employee to Confidential Information made using his/her ID, and agrees not to share his/her ID and/or PIN number with any other individuals except as directed by a member of the UITS executive team (VPET).

(10) The employee acknowledges that s/he will report activities by any individual or entity that s/he has knowledge and evidence of that may compromise the proprietary nature and/or confidentiality of Confidential Information to the UITS Help Center.

The employee acknowledges that s/he has been given an opportunity to review this Acknowledgement Form and to ask questions regarding the same. The employee understands that failure to comply with the policies, rules and procedures referenced herein is grounds for immediate discipline, up to and including dismissal from the work position and the University, and in certain circumstances may further subject the employee to legal proceedings.

____________________________  ______________________________
Printed Name of Employee          Date

__________________________________
Signature of Employee

Witnessed By:

__________________________________
Printed Name of Supervisor

__________________________________
Signature of Supervisor          Date