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|  |  |  | **Compliance Agreement** |

**PURPOSE**

As an employee of the University of Wisconsin, you may be entrusted with certain responsibilities and special privileges. During the normal execution of your job you may encounter or have access to sensitive or confidential information.
Access, modification, destruction or disclosure of sensitive or confidential information may violate University policy, State or Federal laws. The handling of restricted data is governed by State and Federal privacy laws.

Information governed by these laws may include, but is not limited to:

* Academic records, tests and grades or other academic information.
* Financial information.
* Social security numbers and all other personally identifiable information.

As an employee of the University of Wisconsin, you must take reasonable steps to protect confidential or sensitive information that you may have access to in the course of business and the normal execution of your job.

**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 pages, data warehouse or extracted datasets, including printed data as well as on-line transmissions of data (email, fax). Using and storing Social Security Numbers is strongly discouraged.
* Encrypt confidential information on my university-owned computer, laptop, mobile device or removable storage device (e.g. thumb drive) whenever possible.
* 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 HRS.
* You will make every reasonable effort to interpret data accurately and in a professional manner.
* 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.
* You will sign out of HRS when not using it.
* You will not share your account and password with others.
* 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 privacy of the data. This includes knowing what constitutes "directory" or public information and observing the employee's right to withhold this information.
* Whenever personal identifiable student information is requested from you, if you are not certain of the requestor's "legitimate educational need to know," or the employee's desire to withhold information, you will refer that request to the Data Custodian for your area.
* Report any actions which violate confidentiality to my supervisor or the Information Technology Security Officer.

**VIOLATIONS**

To preserve and protect the integrity of information technology resources, there may be circumstances where the university must immediately suspend or deny access to the resources. Should a student's access be suspended under these circumstances, the university shall inform the student immediately and shall afford the student an opportunity to respond. The university shall then determine whether disciplinary action under Chapter UWS 17, Wisconsin Administrative Code, or some alternative course of action, is warranted and shall follow the procedure established for such cases.

**CERTIFICATION**

I understand my obligations as a responsible user of the data to which I have been granted access. By signing this form I certify that I am a user of HRS data and I agree to abide by the state and federal laws and the University of Wisconsin policies that apply to the proper use of data.

**I HAVE READ, UNDERSTAND & AGREE TO THE ABOVE TERMS:**

Yes No