

Security & Confidentiality Agreement Advancement Services California Polytechnic State University	University Advancement San Luis Obispo
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I, _____,

as an employee or volunteer of Cal Poly agree to adhere to the established policy related to University Advancement data and screen security and confidentiality. I understand my responsibility of trust and agree to perform my job utilizing the security procedures of the University as stated below:

1. University computers will be used for authorized purposes only. All gift and biographical data processed through the Advance System (including Network, Web, and Contact Reports) is considered sensitive and confidential. The data is governed by federal, state and university policies. Access to data is based on a "need to know" philosophy and directly related to my assigned duties at the University.
2. I understand that I am responsible for the security of any Advance data I retrieve. I will provide all necessary safeguards to all confidential information and will not share information about individuals and organizations with unauthorized individuals.
3. Where I have responsibilities for the reproduction, destruction or modification of data, I will follow all established policies and procedures governing these responsibilities before taking action.
4. I understand that I am to restrict my retrieval and other computing activities only to data I have been specifically permitted to access as related to my assigned duties and may only use other functions and utilities which I have been authorized and trained.
5. I understand that my account and password are issued for my exclusive use and are not to be shared with or delegated to others and that I am responsible for their security. I am also responsible for any student assistant, temporary help and/or production accounts issued in my name.
6. I understand that if I move to another department on campus, I will retain the same account number and password, although my access may change.
7. Research Profiles created by the Research department are comprehensive and contain sensitive and personal, albeit public, information. I understand research profiles are only to be used in the course of official business related to Cal Poly and are not to be shared with non-stakeholders.

Contact your supervisor or Jonelle Thomson in Advancement Services (extension 6-5860, e-mail jthomson@calpoly.edu) if you have questions related to data usage.

Failure to abide by this agreement will result in my access and/or account being denied or discontinued. I further understand that illegal access and distribution of data may be a violation of the California Penal Code 502 and therefore punishable up to and including dismissal from position, fine and/or imprisonment.

Signed: _____ Date: _____