

Confidentiality-Security Agreement – Auxiliary Employee
California Polytechnic State University
San Luis Obispo
June 2006

Access to Cal Poly's information and technology resources is a privilege granted to faculty, staff and students in support of instruction, research, studies, duties as employees, official business with the University, and/or other University-sanctioned activities. The University retains the right and authority to revoke or restrict such privileges at any time.

Access may also be granted to Cal Poly Auxiliary employees for purposes consistent with the mission of the University. As a Cal Poly Auxiliary employee you are being granted access for a specific purpose. Access is being provided to facilitate communication and coordination with the University in meeting specific goals and objectives.

Each user has the responsibility to:

- Use the resources appropriately and efficiently;
- Respect the freedom and privacy of others;
- Protect the stability and security of the resources; and
- Understand and fully abide by established University policies and applicable public laws.
- Immediately report a breach of security

Access to University information and technology resources are being granted to you based on your agreement to comply with the following terms and conditions:

- University computers will be used by you for authorized purposes only. Access to data is based on the "need to know" philosophy that is directly related to your assigned duties at the University. Your right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for you to perform your job-related duties.
- Your account and password are issued for your exclusive use only and you are responsible for the security thereof. An assigned password shall not be shared with, or delegated to others.
- You shall comply with the [state and federal laws](#) and [University policies](#) that govern access to and use of information.
- You shall maintain the privacy and confidentiality of the information and data that you obtain, including its viewing, reproduction, modification, storage, and disposal.
- Before sharing information or data with others, electronically or otherwise, you will make reasonable efforts to ensure that the recipient is authorized to view or receive that information or data.
- All security breaches should be reported; however, breaches of security involving [confidential information](#) must be immediately reported at abuse@calpoly.edu.

- Affiliated persons are required to complete and sign a [form](#) stating that they agree to abide by the Responsible Use, Confidentiality-Security Agreement and other policies. This form shall be kept on file by the Sponsoring Department.

Failure to abide by this agreement may result in your access and/or account being restricted, denied or discontinued and, if a violation of law may result in fine and/or imprisonment.

I agree to abide by these terms and conditions.

Printed Name: _____

Signature: _____

Date: _____