



Confidentiality-Security Agreement – Auxiliary Employees

California Polytechnic State University San Luis Obispo

June 2023

IT resources are provided to support the University's mission of education, research, and service. To ensure these shared and finite resources are used effectively, to further the University's mission, each user has the responsibility to:

- Use the resources appropriately and efficiently.
- Respect freedom of thought, inquiry, and expression.
- Respect the privacy of others.
- Protect the stability and security of the resources.
- Your account and password are issued for your exclusive use and you are responsible for the security thereof. Your password shall not be shared with or delegated to others.
- Understand and fully abide by established [California State University, Cal Poly Administrative](#) policies and applicable federal and state laws.
- Report security breaches to abuse@calpoly.edu

Auxiliary Employees of the University

Auxiliary employees share the responsibility for ensuring the security and privacy of the records and data maintained by the University.

- Access to Cal Poly's information technology resources is a privilege.
- Cal Poly users are responsible for understanding the various [data classifications](#).
- You shall maintain the privacy and confidentiality of the information and data you obtain, including its viewing, reproduction, modification, retention/storage, and disposal.
- Sensitive data, such as student and employee data, should be handled in a manner consistent with law and as instructed by your supervisor.
- Auxiliary employees shall complete and sign this form, stating you agree to abide by the Responsible Use, Confidentiality-Security Agreement, and other policies. Each hiring department is responsible for keeping the signed form on file.

The computers used by Auxiliary employees are either State or Auxiliary owned and State Maintained, they are intended to be used as tools to support your duties as an employee. The following guidelines should be followed when using a computer/device for your duties at the University.



- Do not install any software on any Cal Poly/Auxiliary computer without first consulting your supervisor and ITS Client Services/Zone Support.
- All software must be licensed for University use and approved through the [Information and Communication Technology](#) process.
- Do not “torrent/download” movies, music, or applications.
- Personal or schoolwork files may not be stored on Cal Poly computers or servers.
- Excessive personal use, including Web browsing, game playing, online chat, instant messaging, etc. are not appropriate while using Cal Poly computers or performing work for Cal Poly.

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

I agree to abide by these terms and conditions.

Printed Name: _____

Signature: _____

Date: _____