

## **Personnel Database Access Policy**

College of Food, Agricultural, and Environmental Sciences

The purpose of this policy statement is to ensure that all computing and network users of the College of Food, Agricultural, and Environmental Sciences (hereafter, the "College") databases understand and agree to their responsibility to first safeguard the access privileges granted to them and second to preserve the privacy of the information they access.

Use of the database system is for College business only. Users are responsible for using the database system in an effective, ethical, and lawful manner. Users will not share with others the access codes, the passwords, or authorizations, which have been assigned to them. Users will protect the data they access and copies of the data they access so that the data is secure from unauthorized persons.

It is the user's responsibility to protect the integrity of the accessible systems and to preserve the privacy of accessible information consistent with the mission of using the data for College business only.

Violation of this policy is subject to disciplinary action as well as prosecution under the terms of applicable laws.

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I, the undersigned applicant for database access, have read and agree to the above statement.

Restricted \_\_\_\_\_ Unrestricted \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ ID # \_\_\_\_\_

E-mail User Name \_\_\_\_\_

I, the undersigned Chair/Director, approve this application.

\_\_\_\_\_ Date \_\_\_\_\_

I, the undersigned Assistant VP, approve this application.

\_\_\_\_\_ Date \_\_\_\_\_