



## Eastern Oregon University

### User Agreement for Confidentiality and Data Security

Eastern Oregon University data systems include: Banner by Ellucian, Banner Reporting by Millennium FAST, Salesforce / TargetX Customer Relationship Management (CRM) systems, The Housing Director, WordPress, LaserFiche and IT / Facility Ticketing Systems.

Individuals with access to EOU confidential information and data systems have a legal and ethical responsibility to protect the security and confidentiality of personal, medical, financial, employee and protected information, and to use that information and those systems only in the performance of their jobs. **The following applies to confidential, restricted, or protected EOU information and assets that are accessed, received or sent in any format, including digital, paper, voice, facsimile, photos, electronic signatures, etc.**

**Online training will be assigned regarding data security and FERPA practices through Safe Colleges online once this document has been signed and received.**

**By signing this document, I understand and hereby agree to the following terms and conditions within the following data systems at Eastern:**

1. **Violations: Non-adherence** to this Agreement **may result in disciplinary action up to and including termination of employment or contractual relationship with EOU.** Violation of state and federal laws regarding student / staff privacy may be subject to substantial monetary penalties and/or make me the subject of a civil or criminal action pursuant to The Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), compliance with the Payment Card Industry Data Security Standard, and other federal and state privacy laws.
2. **Policies:** I have access to and I agree to abide by EOU Privacy and Data Security Policies found at <https://www.eou.edu/policy/>
3. **Releasing Information:** I agree to take all reasonable precautions to assure that EOU information or information entrusted to EOU by third parties (such as student / staffs) will not be disclosed to unauthorized persons. I understand I am not authorized to use this information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the EOU Information Technology. I agree not to publish or otherwise make public any information regarding persons receiving services without prior authorization or as required by law.
4. **Accessing Systems:** I agree not to access or attempt to access any system, nor allow access by another person or group, without specific authorization from the EOU Information Technology Department. I agree not to demonstrate the operation of systems to anyone without express authorization of the EOU Information Technology Department. EOU Information Technology maintain internal logs of applications and data accessed, indicating who viewed, added, edited, printed or deleted information. I may be asked to justify my use of specific information contained in or managed by EOU information systems.
5. **Information Assets:** In order to ensure the integrity and security of EOU systems, I agree not to disclose any portion of the organization's information assets to any unauthorized person. This includes, but is not limited to, the design, programming techniques, flow charts, source code, screens, documentation or intellectual capital created, licensed or owned by EOU. I agree to forward any request for such information to my supervisor and/or the EOU University Advancement.
6. **Devices:** If using an EOU approved device, I will delete student / staff information (and empty it from my device's recycle bin) promptly when it is no longer needed to fulfill my job responsibilities. I also agree to enforce password / security measures on that device to avoid any loss of data. I understand that the risk of privacy being breached increases with the mobility of that data and I recognize extra precautions must be used when using handheld computers and/or smart phones to store or transmit sensitive information.

7. **User IDs and Passwords:** Individuals requiring access to EOU information systems will be given a user ID and password. It is my responsibility to maintain the confidentiality of student / staff and other information to which I have access. I agree to keep my user IDs and passwords secret and secure by taking reasonable security measures to prevent them from being lost or inappropriately acquired, modified or otherwise compromised, and to prevent unauthorized disclosure of, access to, or use of them, or of any media on which information about them are stored. If I suspect that my user ID or password has been stolen or inappropriately acquired, lost, used by an unauthorized party, or otherwise compromised, I will immediately notify EOU Information Technology. I agree to choose a difficult-to-guess password, not to share this password with any other person and not to write this password down as described in EOU's current Password policy found at: <https://docs.google.com/document/d/18I7OgCJlw5LEKdnDCvYYXOdiRUY6mMha1GUA130OL1Q/> Administrators of EOU data system agree to protect systems by verifying identify of any user who requests password resets and only allow access to properly credentialed employees of EOU based on appropriate permissions granted by supervisor.
  
8. **Property Rights:** The hardware, software, data and outputs of EOU information system are the property of the EOU and must be appropriately licensed for installation on a EOU computer. I will not install or use personal software on a EOU computer at any time. EOU has the right to review and remove personal or unlicensed software and data on any EOU computer or information system.
  
9. **Electronic Signatures:** When my signature or co-signature is required for any digital form under Oregon or Federal law, Oregon or Federal regulation, or organizational policy or procedure, my user ID and password together may also constitute an electronic signature. For the purposes of authorizing financial payments or signing other EOU forms and documents electronically, my electronic signature has the full force, effect, and responsibility of a signature affixed by hand to a paper document. My electronic signature establishes me as the signer or co signer of electronic documents. My electronic signature will be valid for the length of time of my employment at EOU.
  
10. **Reporting:** I will report any suspected privacy or data security violations and any other types of misconduct to the Compliance Hotline or the Data. The phone number is **855-375-4906** or enter the details on this anonymous form: <https://secure.ethicspoint.com/domain/media/en/gui/44178/index.html>
  
11. **End of Employment:** At the end of my employment or contract with EOU, I agree to return to EOU all information to which I have had access as a result of my position with EOU.

**I understand that looking at student / staff information without having a business purpose is against the law. I also understand that violation of any of the requirements set forth in this User Agreement may result in disciplinary action up to and including termination of employment or contractual relationship with EOU and reporting to regulatory bodies.**

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**USER SIGNATURE**

**DATE SIGNED**

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**USER NAME (PRINT)**

**USER DEPARTMENT**

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**USER EOU IDENTIFICATION NUMBER (910#)**

**USER SUPERVISOR NAME**

NOTE: This form to be signed at time of hire and / or each time authorization to access a EOU data system is given. Signed forms are to be retained in employee's personnel file in the EOU Human Resources office during the course of their employment with EOU.