UNIVERSITY *of* DAYTON

Confidentiality Agreement Form

This confidentiality agreement verifies that you have read the associated policy, understand your role in safeguarding confidential information and agree to adhere to the associated restrictions. Violations of this agreement are governed by the Policy Prohibiting Illegal, Fraudulent, Dishonest, and Unethical Conduct and may result in disciplinary action.

Confidentiality Agreement:

Consistent with all applicable policies and guidelines including, but not limited to, UD's FERPA policy, I will respect and safeguard the privacy of members of the University of Dayton (UD) community and the confidential nature of their information. Without limiting the general nature of this commitment, I will not access or seek to gain access to confidential information of any kind including, but not limited to, any past or present employee, associate, student, or alumni at UD, except in the course of fulfilling my specific job responsibilities. _____ **(applicant initial here)**

I acknowledge that the username/password I receive is itself confidential information. As such, I will not share the username and password I receive with anyone, including peers and should not be asked to do so. If I have any reason to believe the confidentiality of my credentials has been violated, I will notify my supervisor or contract manager immediately and ensure the password is promptly changed. If I believe I have been asked to access or release information lying outside my defined job responsibilities, I will notify the University's IT Risk Management Officer and request guidance. _____ **(applicant initial here)**

I recognize that my work for UD will bring me into close contact with confidential information. I further acknowledge that all data, software, records, information, and other assets held by UD or its third-party suppliers, are proprietary. I agree to uphold the confidentiality of the University of Dayton and the confidentiality UD has established with third-party suppliers. I have no right to use, reproduce, reverse engineer, publish, license, distribute, disseminate, sell or otherwise make available to any third party, anything proprietary that is made available to me through my employment or contractual engagement with UD except to perform my duties and responsibilities in connection with my work for UD. _____ **(applicant initial here)**

_____   _____

Applicant Signature   Date

_____   _____

Print Full Name   UD ID #

_____   _____   _____

Position   Building/Room   Direct Phone

_____   _____

Department   Company (if not the University of Dayton)

Questions? Contact the UDit IT Risk Management Office at (937) 229-4387 or itriskmgmt@udayton.edu

Similar to (identify person in your department with similar access): _____

BANNER

☐   **SELF-SERVICE BANNER (SSB) / FACULTY AND ADVISORS** – View Current Student Information

☐   **BANNER INB -** Used For Record Maintenance or More In-Depth Inquiry

☐   **BANNER DOCUMENT MANAGEMENT (BDM)** – Access to Scanned Documents

☐   **BANNER RELATIONSHIP MANAGEMENT (BRM)** – Access to Admissions Data

☐   **WORKFLOW –** Business Process Automation

       Specify Workflow: _____

Comments: _____

☐   **COGNOS** – Finance, Student and HR reports

Comments: _____

☐   **DEGREEWORKS** - Student Degree Progress

Comments: _____

☐   **VPN** - Remote Access to Servers

Specify System/Services: _____

☐   **RAISER'S EDGE** (Advancement Only)

Department / Comments: _____ / _____

OTHER _____

_____

_____

_____

Questions? Contact the UDit IT Risk Management Office at (937) 229-4387 or itriskmgmt@udayton.edu

Student Worker (including Graduate Assistants)?

☐　　Yes

☐　　No

_____

Expiration Date - *If not provided, the account(s) requested will be reviewed and renewed periodically through the Supervisor/Requesting Official and valid until rescinded by UDit. The terms and responsibilities set forth in this agreement, however, survive the expiration of the access.*

_____　　　_____

Supervisor/Requesting Official Signature　　　　　　　　　　　　　　Date

_____

Print Full Name

Upon completion, please return this form to the UDit IT Risk Management Office, Miriam Hall 300, +2230. When access is in place, the applicant will receive a follow-up email providing any relevant, system-specific information.

Questions? Contact the UDit IT Risk Management Office at (937) 229-4387 or itriskmgmt@udayton.edu