

Eastern Michigan University

Access to Information Technology and Institutional Data

Access to Eastern Michigan University's Information Technology resources and institutional data is provided in support of the University's mission and based on the need for access and agreement to appropriately use the information resources and data.

Institutional data include all data and communications required to support the operation of the University as well as all personal data held by the University regarding its students and employees. The University maintains both computerized and manual data resources to support its operation. The University treats all institutional data resources with equal consideration, regardless of the media on which the information is stored and the methods by which they are transmitted or accessed.

To support the operation of the University, access to data may be approved and granted to employees on a routine basis. In addition, access may occasionally be approved and granted to non-employees ("affiliates") such as independent contractors, volunteers, temporary employees or others affiliated with, but not formally employed by, the University.

Employee and Affiliate Responsibilities:

1. You must not share your login credentials (username & password) to any accounts to which you have access.
2. You are responsible for all transactions conducted under your user ID.
3. Your use of these resources does not cause harm to others or the electronic resources themselves.
4. You are expected to use these resources ethically and responsibly.
5. You are expected to preserve the privacy of data to which you have access in accordance with applicable laws and University policies:
 - EMU policy on Information Technology Security and Confidentiality (<http://www.emich.edu/policies/policy.php?id=60>)
 - Division of IT policy on Acceptable Use of Information Technology Resources (<http://www.emich.edu/it/about/docs/policy/3-1-acceptable-use-it-resources.pdf>)
 - Division of IT policy on Statement of Confidentiality (http://www.emich.edu/it/about/docs/policy/7-1_confidentiality_policy.pdf)
 - State and Federal laws governing the protection of data including, but not limited to:
 - The Family and Educational Rights and Privacy Act of 1974 (FERPA) govern all student personal and academic information and require that you maintain the confidentiality of student records to which you have access as part of your employment or affiliation with Eastern Michigan University. Further information is available in the Office of Records and Registration, 303 Pierce Hall, 734.487.4111, or online at http://www.emich.edu/registrar/registration_info/ferpa.php
 - The Health Insurance Portability and Accountability Act (HIPAA) of 1996, Public Law 104 – 191 and the rules created by the U. S. Department of Health and Human Services (HHS) require that personal health information of all individuals be kept confidential and private, and requires that you maintain the confidentiality of the health records to which you have access as part of your employment or affiliation with Eastern Michigan University. For reference, see <http://www.hhs.gov/ocr/hipaa/> and documents cited there.
 - The Gramm-Leach-Bliley Financial Modernization Act of 1999 (GLB) protects the privacy of an individual's financial information and requires that you maintain the confidentiality of the financial records to which you have access as part of your employment or affiliation with Eastern Michigan University. You agree to keep any such financial information confidential and private as required by GLB. For more information, see http://www.ftc.gov/privacy/privacyinitiatives/financial_rule.htm and materials cited there.
6. Report any possible loss of confidential data to your supervisor and it-security@list2.emich.edu immediately.
7. The responsibilities noted above apply to all access granted at this time and any time during your employment or affiliation with Eastern Michigan University. The responsibilities for maintaining the strict confidentiality of all confidential information accessed during employment or affiliation extend into the future after any termination of your employment or affiliation, without limit.
8. Failure to adhere to the above requirements may result in one or more of the following actions:
 - Revocation of the access rights to the University's information.
 - Disciplinary action or discharge in accordance with University Work Rules and Personnel Policies.
 - Civil or criminal legal action.

EMU EMPLOYEE or AFFILIATE: By signing below, you understand and agree to comply with University policies governing acceptable use of information technology resources and data security and confidentiality.

Name (print)

EID

Signature

Date