

**Terms of Agreement**

I understand that student, employee, and financial information from any sources, and in any form, is confidential and is available to me solely for the performance of my official duties as Marquette employee or contractor. I shall protect the privacy and confidentiality of student, employee, and financial information to which I have access and shall use it solely for the performance of my official duties. I agree not to access student, employee, or financial information unless such access is required for the performance of my official duties. I further understand that failure to comply with this agreement may lead to disciplinary action, up to and including termination, and/or civil/criminal penalties.

**FURTHERMORE:**

- I agree that I will be a responsible user of data.
- I agree to store data obtained from this system under secure conditions.
- I will make every reasonable effort to maintain privacy of the data.
- I will make every reasonable effort to interpret the data accurately and in a professional manner.
- Prior to sharing data with others, electronically or otherwise, I will ensure that the recipient is authorized and has a need to access the data and understands their responsibilities as a user.
- I will sign off the system when not using it.
- I will not disclose my password to other individuals. I will not use another person's password. If I have reason to believe my password, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it to a supervisor or the Database/Security Administrator.
- I am responsible for protecting the security of the records and confidentiality of the information to which I have access. Specifically:
  - ✓ I will not use the information I have access to in an unauthorized manner.
  - ✓ I will neither knowingly include, nor cause to be included, a false or misleading entry in any record.
  - ✓ I will not change or delete any entry in any record unless it is done in accordance with University policies and procedures.
  - ✓ I will not copy, reproduce, electronically print, or forward any record, except in the performance of my defined duties and in accordance with the University policies and procedures.
  - ✓ I will not divulge, in any way, knowledge of any confidential information that I have learned.
  - ✓ I will dispose of confidential reports in an appropriate manner when done with them.

<b>Acknowledgement</b>	
<b>My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement.</b>	
Employee Name:	MUID:
Employee Signature:	Date: