

Administrative Data Use Policy

The data contained in the University of Vermont's Administrative Information Systems constitutes a valuable institutional resource. If you are authorized to view or report data from an administrative information system, you may use that data to allow you to perform your assigned duties and responsibilities in an efficient and effective manner; however, you must adhere to the policies outlined in the "statement" section below.

Statement

- It is a moral, as well as legal, obligation to respect individuals' rights of privacy, and anyone using institutional data assumes this responsibility.
- It is your responsibility to keep confidential the University of Vermont's on-line authentication process and your associated authentication data (passwords, pin numbers).
- Authorization is granted to you as an individual. It does not imply that you can release data to a third party or that you can grant access to anyone else. Public disclosure must be approved by the responsible central office.
- Your authorization is for a subset of the university's administrative data, and does not imply that you have access to all administrative data.
- It is your responsibility to provide for the physical security of the data, including proper confidentiality and integrity.
- It is your responsibility to verify the correctness of any data transfer, manual or electronic.
- The official university records are those maintained by central offices. It is your responsibility to reconcile all discrepancies if your data does not match that maintained centrally.
- University-wide decisions are made based on analyses provided by various central offices. These analyses will continue to take precedence over work done by other offices.
- Offices granting access to administrative data may establish policies covering individual information systems.
- Authorizations must be renewed annually.

Inappropriate or unauthorized access or use of data could result in disciplinary action up to and including termination.

I understand and agree to abide by the policy stated above.

Signature: _____

Date: _____

Printed Name: _____