



INFORMATION TECHNOLOGY SERVICES

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IT Confidentiality Statement

As an employee or Contractor working in information technology at The University of Iowa, you will have access to various types of restricted use and confidential information in the course of your work. Examples are: student grade records, social security numbers, login IDs and passwords, system configurations, payroll and personnel records, financial aid, self-restricted personal information, and medical or research data. To accept employment or an engagement in an IT role is to accept responsibility to preserve the confidentiality of information in your stewardship role.

The University Operations Manual, Part II, Chapter 19, Section 4, describes Individual Responsibilities, including a section specific to University data access. Many IT support roles require high-level access authority to systems and services where confidential data is stored or through which it flows. Standard data access authorization forms are not typically obtained from IT personnel in support roles, therefore, this document is required in lieu of these authorization forms. To deliberately misuse, damage the integrity, and/or breach the confidentiality of information could be cause for University sanctions as described in The University Operations Manual, Part II, Chapter 19, Section 5.

I have read and understand the above statements regarding the confidentiality of data I may have access to in the course of my employment or contractual relationship in an IT role at The University of Iowa. I have discussed any questions I have about these statements with my supervisor. I understand the special nature of IT roles, the importance of confidentiality in these roles, and agree to adhere to policy regarding preservation of the confidentiality and integrity of institutional data.

Signed: _____

Print Name: _____

Company Name: _____

Date: _____

This document is to be returned to the Construction Manager and will be filed in BuildUI for the Contractor or Vendor employing the individual who has signed above. Construction Manager will forward a copy to Information Technology Services.