

Information Technology Confidentiality and Security Agreement

The purpose of this agreement (agreement) is to ensure understanding of the responsibilities that come with access to protected University of New Hampshire (university) information and information technology resources. University financial, human resources, student, research, intellectual property and other information owned by or under the care of the university, and the technology which is used to access and manage the information, must be protected from unauthorized access, modification or destruction. The following agreement is between you and the university.

As an employee, client, volunteer, affiliate or other person authorized to use, access, and/or manage information or information technology (IT) that is owned or under the care of the university, you may be granted privileges that enable access to certain restricted, sensitive or public information as defined in the University System of New Hampshire (USNH) Data Classification Model.

You agree to:

1. Ask for clarification if you do not understand any portion of this agreement.
2. Become familiar with the USNH data classification model and develop an understanding about your role in protecting the restricted, sensitive and public data.
3. Use the privileges that are granted to you only for the purpose intended.
4. Use the privileges in compliance with applicable laws and university policies.
5. Not allow anyone else to use your privileges, nor to allow others to access the privileged information or technology unless you are explicitly authorized to provide such access to others.
6. Not download or extract confidential or sensitive information from the official secured university source systems to any external or removable storage mechanism that is not explicitly approved for such storage of that information.
7. Not disclose confidential information to persons who are not authorized to have that information, whether you are authorized to access that information yourself, or whether you become aware of the information through other circumstances.



- 8. To maintain the security of any computing equipment under your control that may be used to access, transmit, or store confidential and/or sensitive information, according to USNH and UNH policies and best practices.
- 9. Not utilize your privileges for unauthorized activities, such as but not limited to, gaining personal benefit or enabling others to gain personal benefit; or to purposely cause changes to the information or technology that would result in incorrect or misleading information, or to put the information at risk of such changes or destruction.
- 10. To immediately stop accessing the IT resources and information to which you were granted access, if at any time your duties or university business-related need to access them ends or changes.
- 11. To immediately notify your supervisor, UNH CIO and/or the UNH Information Security Officer if at any time you know or suspect that any information or information technology was or is at risk of being accessed, modified or destroyed by unauthorized persons or processes.
- 12. To not misuse your knowledge about university IT resources and information following the expiration of your contract, employment or other official duties with the university or facilitate damage of or inappropriate access to university IT resources and information.

Violations of this agreement may result in disciplinary action, up to and including termination of employment, suspension and loss of privileges, termination of authorization to work with confidential and/or sensitive information, as well as possible legal sanctions.

I (please print name) _____ have read and understand this agreement and will abide by it.

Signature _____ **Date** _____

Affiliation (ex. Department) _____

Name of Supervisor _____