

CONFIDENTIALITY STATEMENT FOR EMPLOYEES WITH ACCESS TO UNIVERSITY BUSINESS SYSTEMS

Confidential Information – As part of access to the University's Business Systems, each employee must understand and accept the responsibility of working with confidential information, including but not limited to, social security numbers, checking and savings account numbers, non-published telephone numbers, personnel appraisals, access to confidential, sensitive, or private information. Employees are obligated to keep the information confidential and use it only for work related purposes.

Employees will be held accountable for the appropriate use of the information to which they have access contained within the University of Nebraska SAP system, University of Nebraska Personal Service Ledger (PSL) and/or the University of Nebraska Data Warehouse (nulook/mynulook) and any future information systems that may contain similar confidential information.