
Confidentiality Statement

POLICY CONTENTS

Scope
Policy Statement
Reason for Policy
History

Scope

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.

Policy Statement

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.

Reason for Policy

The University of Nebraska Omaha (UNO) has both a legal and ethical responsibility to ensure the protection of confidential data.

As stewards of confidential information, UNO employees have the responsibility to be vigilant in the protection of confidential data entrusted to our care.

History

This policy was developed and approved prior to the implementation of the campus policy development and approval process approved by the Chancellor's Cabinet in October 2015.

The University of Nebraska does not discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment.

