



Information Security Agreement

I affirm the importance of personal integrity during my contracted employment at the University of Nebraska at Omaha. I agree to uphold all policies and practices of the University of Nebraska, and expect to be held accountable for requirements of any such policies.

I understand the University will treat violations of university policies as grounds for disciplinary action. The University may also prosecute violations to the full extent of Nebraska and federal law.

System Security

In the course of my work I may learn some of the important aspects to security on university computer systems. This knowledge will not be discussed or shared in any manner. In any questionable circumstance, I will consult with the Chief Information Security Officer, or designated Information Security Office staff in his/her absence before risking any action that may harm University systems, status or its reputation. I will not grant special privilege, access to documentation or priority to any user without the consent of the Chief Information Security Officer, or designated Information Security Office staff.

Data Integrity

Integrity and reliability of users' data are very important in my job. I will actively safeguard the integrity and reliability of data in university information systems.

Privacy of Data

I have read and understand the University of Nebraska at Omaha Privacy Policy. I will abide by that policy. As I work, it may be necessary for me to view and use information that is privileged. I will only access information that is required for completion of assigned projects associated with my official position. I will not use my position to make any improper use of that information. I will not initiate or perform improper activities on behalf of any person. I will alert my supervisor if I am asked to do this at any time.

Access

As I work, I may have access to important system information such as users, passwords and certificates. I will only use these items as required for completion of assigned projects associated with my official position. I will consult with Information Security Office staff prior to performing any exploit or improper access.

Standard Procedures

Procedures are kept in the University of Nebraska at Omaha Information Security Manual (<https://unomaha-iso.atlassian.net/wiki/spaces/UNOSM>) to assure orderly performance of all tasks. If procedures are not clear, I will seek clarification from my supervisor or the Chief Information Security Officer and/or ISO staff. Policies, procedures and guidelines are the rules of operation for University technology management and are maintained by the Information Security office.

Security Breaches

If I become aware of any breach of security, I agree to report that information to the Chief Information Security Officer or Chief Information Officer in his/her absence immediately.

Signed: _____
(employee)

Date: __/__/__

Received: _____
(Supervisor)

Date: __/__/__