
Applies to: Faculty, staff, students, contractors, volunteers, visitors, sponsored guests of academic and administrative units, and affiliated entities who have access to institutional data.

Institutional Data Usage and Confidentiality Agreement

Issued: 01/15/2015

Revised:

Note: For reporting purposes, this Agreement is presented as the last question in the Institutional Data Policy Course quiz, and must be answered with "I affirm" to complete the quiz.

I understand that in the course of my work for The Ohio State University, I may be given access to institutional data. This institutional data includes, but is not limited to, information in paper, electronic, audio, and visual formats.

Each institutional data user must recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information. Therefore, each institutional data user must:

- Understand university policies and standards for the access, use, disclosure, and protection of institutional data.
- Comply with all applicable laws and regulations; university rules, policies, procedures, and standards; and contracts.
- Complete this training course annually if restricted data is accessed.
- Disseminate institutional data to others only when appropriately authorized.
- Respect the confidentiality and privacy of all institutional data, and use institutional data only as authorized to perform official university duties.
- Immediately report suspected loss, unauthorized access, misuse, or exposure of institutional data.
- Relinquish all institutional data when access to specific types of institutional data is no longer required due to job changes, termination or other reasons.

A violation of this policy may lead to disciplinary action, consistent with the general personnel policies of the University, and the Code of Student Conduct for student employees, and/or legal action.

Please study these points and after you have read them, accept the statement below. Your acceptance will be retained.

I hereby affirm that I have read The Ohio State University's Institutional Data policy and the foregoing statement. I have received training and materials on the requirements of the Institutional Data policy. I understand the obligations imposed by these statements and will comply with the requirements contained therein.