

Data Use Agreement

Please Read the Following Agreement Carefully and Completely Before Signing

This Agreement applies to employees of Clarendon College (hereafter referred to as “CC”) who handle confidential and sensitive information, including financial, medical, personnel, or student data and pertains to all CC-owned or controlled Information Resources. The purpose of this Agreement is to inform you of your principal obligations concerning the use of CC Information Resources, and to document your Agreement to abide by these obligations.

"Information Resources" has the meaning defined in Texas Government Code § 2054.003(7): “. . .the procedures, equipment, and software that are employed, designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and associated personnel including consultants and contractors.” Additionally, data impacted by the aforementioned is included as Information Resources.

Under Texas Administrative Code §202.22(3), the user of an information resource has the responsibility to:

- (A) use the resource only for the purpose specified by the agency or information-owner;
- (B) comply with information security controls and agency policies to prevent unauthorized or accidental disclosure, modification, or destruction; and
- (C) formally acknowledge that they will comply with the security policies and procedures in a method determined by the agency head or his or her designated representative.

Confidential and Sensitive Information

As an employee of CC, you may have access to confidential or sensitive information through use of CC Information Resources or through your associated activities with CC information systems. Confidential and sensitive information includes identifying information, federal tax information, personal health information, criminal justice information, or any information that is classified as confidential or sensitive by federal or state law, by agency policy, or is defined as “Personal Identifying Information” under Texas Business and Commerce Code §521.002(a)(1) or “Sensitive Personal Information” as defined by Texas Business and Commerce Code §521.002(a)(2).

As a user of CC systems, you are required to conform to applicable laws and CC policies governing confidential and sensitive information.

Your principal obligations in this area are outlined below. You are required to read and to abide by these obligations.

I understand that:

- In the course of my job, I may have access to confidential and sensitive information related to:
 - Students, employees, users, contractors, and volunteers (e.g., records, conversations, applications, financial information). This may include any information by which the identity of a person can be determined, either directly OR indirectly.

- CC functions (e.g., information protected by the attorney-client and attorney work product privilege, student information, financial information, employment records, contracts, federal tax information, internal reports, memos and communications.).
- Third parties (e.g., vendor information, customer information, contracts).

I Agree that:

- I will, at all times, safeguard and retain the confidentiality, integrity and availability of confidential and sensitive information.
- I will participate in CC Security Awareness Training and pass the associate examination within 60 days of initially being granted access to CC information technology resources, and annually thereafter.
- I will only access confidential and sensitive information for business needs.
- I will not in any way divulge, copy, release, sell, loan, review, alter, or destroy any confidential or sensitive information except as authorized.
- I will not misuse or carelessly handle confidential and sensitive information.
- I will encrypt confidential and sensitive information when appropriate, including when emailing such information outside the agency and when storing such information on any portable electronic device; including but not limited to laptops, phones, tablets or portable storage devices.
- I will safeguard and will not disclose my password or other authorization I have that allows me to access confidential and sensitive information, except as permitted by law.
- I will report activities by any other individual or entity that I suspect may compromise the confidentiality, integrity or availability of confidential and sensitive information.
- My privileges hereunder are subject to periodic review, revision, and if appropriate, renewal.
- I have no right or ownership interest in any confidential or sensitive information referred to in this Agreement. CC may revoke my access to confidential and sensitive information at any time and without notice.

Authorized Use – I agree that:

- I will use Information Resources only for official CC-approved business.
- I will not use Information Resources for personal reasons unless there are specific limited use exceptions permitted by CC.
- I have no right to expect privacy in my use of agency Information Resources or in the content of my communications sent or stored in CC Information Resources. All user activity is subject to monitoring, logging, and review.

Personal Security Identification Codes (User ID's and Passwords) - I agree that:

- I will receive and will be required to use a personal security identification code (User ID and Password) to gain access to and to use Information Resources.

- My user ID and password are security measures that must be used only by me and I will not disclose my password to anyone.
- I will be held personally responsible for any transactions initiated, actions taken, or for any harm, loss, or adverse consequences arising from the use of my user ID and password, including any unauthorized use by a third party if such party gains access to my user ID and password due to my misconduct or failure to abide by agency policy.

Software - I agree that:

- I will only install or use software on CC computers that has been properly licensed and approved for my use in accordance with CC policies and procedures (IT-Authorized Software Policy).
- If installing or authorizing the installation of software on CC computers, I will be responsible for ensuring that such software is only used in a manner that complies with the terms of the applicable software license agreement and all applicable CC policies and procedures ([Authorized Software Policy](#)).

Access to Data - I agree that:

- Proper authorization is required for access to all data owned by CC, except data that has been authorized by the CC for public access.
- I will not attempt to access or alter any data that I am not authorized to access in the performance of my job duties.
- I will not use CC Information Resources to review, alter, or otherwise act to obtain access to information about myself, or any relative, friend, or business associate.
- I will use appropriate measures to prevent others from obtaining access to CC data, such as securing my workstation either by logging off or using a password-protected screen saver.
 - Before leaving a workstation with access to files containing confidential or sensitive information, I will log-off or activate a password-protected screen saver.
 - If I receive a request for the release of CC information or data, I will follow agency's policies and procedures for the release of information. ([Data Classification Policy](#).)

Security of Equipment - I agree that:

- I will not remove Information Resources from agency property without proper prior authorization and approval of staff with appropriate authority.
- I will immediately report all security incidents, including the loss or theft of any Information Resources or data, to agency management and to the office of the Information Security Officer.

I agree that:

- I am required to be aware of, read, and comply with the information in the CC Information Security Policies found at: <https://pol.tasb.org/PolicyOnline?key=405>
- I must comply with the policies concerning Information Resources set out in the CC Information Security Program and the Information Security Users Guide as well as any changes to those policies.
- I must comply with the information security policies, standards, and guidelines of the CC division that employs me, including any changes to those policies, standards, and guidelines.
- My failure to comply with this Agreement may result in loss of access privileges to CC Information Resources or other disciplinary action up to and including termination for employees; termination or alteration of employment relations in the case of temporaries, contractors, or consultants; or dismissal for interns and volunteers. Additionally, individuals could also be subject to additional civil liability, and/or criminal charges.

Signed: _____

Printed: _____

Date: _____