

**University Faculty Affairs Suite – Faculty Application Manager Tool Security and Confidentiality Agreement**

The University of Southern California is committed to controlling and protecting the access to, use of, and storage and disposal of employment records and the information they contain. This includes (but is not limited to) personal information (such as Social Security numbers, addresses, telephone numbers, tax information, bank accounts, credit cards); payroll and employment information (such as employment history, salaries and wages, payment instructions, garnishments, immigration documentation, terms and conditions of employment, performance evaluations, disciplinary action, terminations, legal agreements, investigative reports); and benefits information (such as dependent and beneficiary information, medical claims, account numbers, financial data) (“Confidential Information”). Those with access to Workday, ais-c2000 (PPBS and FSMS), Baxter, faculty “gold” files, and other faculty record management systems, payroll, human resources, and benefits systems are in a unique position of trust, required to maintain the security and confidentiality of employment records and Confidential Information. In light of this, each user must agree and adhere to the following principles and requirements.

1. Unauthorized access, use, storage or disclosure of Confidential Information or reports is prohibited, including any access, use, storage or disclosure for any reason other than the legitimate execution of duties and responsibilities assigned by the university.
2. Each user has unique access codes (login ID, password, operator code, etc.). Users may not divulge or allow anyone else to use these codes. If users suspect someone knows or is using their access codes, they must immediately notify the Office of the Faculty Affairs.
3. Users may not leave systems unattended without properly and fully exiting from all systems.
4. Users may not inquire or look up any data on any employee unless authorized to do so and as required in the course of executing the duties and responsibilities of their job.
5. Users may not update or alter in any way their own records or records of family members or other close relations.
6. Users may not knowingly include or cause to be included any false, inaccurate or misleading information in any records.
7. Users may not personally benefit or allow others to benefit from knowledge of any Confidential Information to which they have access or exposure.
8. No official records or any copy thereof may be physically removed from the office where they are maintained or downloaded in any way electronically transmitted, except in the performance of duties.
9. Use of university computer equipment requires adherence to all ITS policies (see <http://www.usc.edu/its/policies>).
10. Users may not aid, abet, or act in conspiracy with another to violate any part of this agreement.

Violation of this agreement may result in cancellation of access, and also lead to reprimand, suspension, dismissal and/or termination consistent with university policy.

I have read and agree to abide by the above principles and requirements:

Print name legibly: \_\_\_\_\_ Department: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Submit original form to the Office of Faculty Affairs (ADM 204, MC 4019). You should receive an email with your username, password and login instructions in three to five business days upon confirmation of receipt of your form. Retain a copy of this form for your records.*

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**Office of Faculty Affairs Use Only – Confirmation of user’s access**