

 Information and Communications Technology Division	Policy	
	Effective Date	Date of Last Revision
	May 3, 2006	May 3, 2006

Chapter Name	
7.0 PRIVACY	
Chapter Number	Title
7.1	Statement of Confidentiality

1.0 Purpose

The purpose of this policy is to ensure that any persons with access to EMU institutional data or systems will be informed of their responsibility to protect and maintain the confidentiality of that data. As often as required by Eastern Michigan University, all such persons will provide signed confirmation stating they are aware of this responsibility.

This policy supports University Policy 15.2 “Information Technology Security and Confidentiality.”

2.0 Scope

This policy applies to any persons who maintain, enhance, or implement critical infrastructure, or view or maintain institutional data for the University as part of their job responsibilities.

3.0 Policy

In accordance with University policy and all federal/state laws regarding the security, confidentiality and privacy of EMU institutional data, it is required that EMU provide proof that the individuals entrusted with this data receive and confirm their adherence to the confidentiality policy. Therefore, all documents describing these expectations of confidentiality are distributed yearly and require a signature. Multiple forms may be required for each person, depending on the degree of information access, the information systems being accessed, or the level of authorization that is required to perform job responsibilities. Departments may also implement additional or similar processes for departmental handling of data.

4.0 Responsibility for Implementation

The Director of IT Security will control the distribution, collection, and storage of confidentiality documentation for enterprise applications.

Department-specific forms will be controlled within the department.

5.0 Enforcement

Access to the system will be revoked if signed acknowledgement of confidentiality policies is not provided.

6.0 Definitions	
<u>Term</u>	<u>Definition</u>

7.0 Revision History			
<u>Creator</u>	<u>Description</u>	<u>Submission Date</u>	<u>Approval Date</u>
Dorendorf	Initial Draft	February 20, 2006	
Policy Review	Minor edits by consensus for clarity	March 14, 2006	
Schaffer	Final edits	May 3, 2006	May 3, 2006
Laundra	Proofed & copyedited for upload	May 3, 2006	