

Policy #:	Title:	Effective Date:
GEN-013	Administrative System Access and Security Policy	03/01/2009

Policy Description— Requests for access to administrative systems at The University of Findlay (UF) will be made to the Office of Human Resources using the form cited below. This form will be available online and in paper form at the Office of Human Resources. The primary enterprise administrative systems at UF include the Jenzabar CX Enterprise Resource Planning application, Feith Document Imaging, and Cognos. Though this policy addresses these applications in their entirety, access to other administrative applications used by individual colleges, programs or offices are subject to the review and sanction of respective supervisors or administrators in those areas.

Those requesting initial and/or modified access to administrative systems must provide their signature, the signature of their immediate supervisor, and the signature of the appropriate data steward(s) identified on the form associated with this policy before the requests will be reviewed and/or processed. These signatures will identify which resources are needed and acknowledge the ethical and legal restrictions placed on those who have access to them. Those denied requested access will receive a written response from the Office of Human Resources explaining the reason for denial. Appeals regarding access levels may be made to the vice president most closely associated with the position in question.

Faculty, staff or other employees of UF are forbidden from reviewing or disclosing data from administrative systems except as required by their job responsibilities. Forbidden disclosure includes providing information from the administrative system(s) to others who do not have express written permission to access such data.

Faculty, staff or other employees of UF with access to administrative systems will respect the confidentiality and privacy of others, adhering to ethical standards cited in UF’s Acceptable Use Policy and abiding by all applicable laws concerning access, use, and disclosure of data.

Violation of any of the aforementioned uses of UF administrative computing may be considered grounds for discipline, up to and including termination. If violations occur, this policy in conjunction with provisions cited in Section II. B “Enforcement and Sanctions” of UF’s Acceptable Use Policy and the UF Employee Handbook will guide University action.

Upon departure from the University the Office of Human Resources issues a template citing when access to University resources will end. This template will include a specific time and date when access to administrative systems shall cease.

Definitions—

Administrative Systems— Jenzabar CX, Feith Document Imaging, and Cognos. Information held in these systems is critical to the University as a whole, is shared among many areas, and requires cooperative management. Examples of administrative data include course schedules, student course grades, workflows, employee salary information, and vendor payments. Administrative data does not include personal electronic calendar information or personal computer files.

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Rationale for Policy— Information contained in UF administrative systems needs to be protected ethically and legally to preserve the confidentiality of students, alumni, faculty, staff and others associated with the University.

Responsible Department/Person— Information Technology Services/Information Technology Officer

Reference/Related Information— The Administrative Access Form designating which areas faculty, staff or other employees will have to administrative systems follows.

Who should be notified about this policy— Information Technology Officer, VP of Academic Affairs, VP of Business Affairs, and the Director of Human Resources

Issue Date: 02/01/2009

Modification History—