

Statement of Responsibility  
For Non Employee Banner User's

You have been granted limited inquiry access to the University's Banner administrative software system to fulfill your contractual obligations to the University. As an agent of the University, you are held to the same standards of responsibility for the use of the data contained within this system, as are all University employees. Those responsibilities are:

- Each system user shall read and understand this statement before accessing the system.
- By law, certain electronic institutional data is confidential and may not be released without proper authorization. Users should adhere to any applicable federal and state laws, and University policies concerning storage, retention, use, release, and destruction of data.
- Electronic data is owned by the institution and is a vital university asset. All institutional data, whether maintained in the central database or copied into other data systems including microcomputers, remains the property of UCO. Access to data is not approved for use outside an individual's official university responsibility.
- Computerized, institutional data shall be used only for the legitimate business of UCO. Administrative computing services and facilities shall be used only as required in the performance of job functions.
- All users shall ensure a secure office environment with regard to all institutional information systems.
- Under no circumstances shall anyone use institutional electronic data (in detail or summary) in any publication, seminar, or professional presentation, or otherwise release data, in any form, outside the university without prior approval from the appropriate data custodian or the appropriate executive officer. Data should never be left on any system to which access is not controlled.
- All system users must not leave their workstations while logged into BANNER. All users must log out at the end of the day.
- As a general principle of access, university data (regardless of who collects or maintains it) shall be shared among those employees whose work can be done more effectively by knowledge of such information. Although the university must protect the security and confidentiality of data, the procedures to allow access to data must not unduly interfere with the efficient conduct of university business.

Signature:

I have read and agree to follow the above statement of responsibilities. I understand that failure to comply to these responsibilities shall result in termination of my access privileges to the Banner administrative software system.

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title