

**USER AGREEMENT FOR RESPONSIBLE USE AND CONFIDENTIALITY OF
DATA, TECHNOLOGY, AND USER CREDENTIALS**

Name of User: _____

Date: _____ Signature: _____

Office or Organization Unit: _____

Manager/Supervisor: _____ Signature: _____

I understand that by virtue of my employment or relationship with the University of South Carolina (USC), I may have access to University Technology Assets, including data, technology, user credentials, and other assets, which must be protected according to laws, regulations, policies, procedures and guidelines. This includes being granted access to payroll data for my department.

My signature above denotes that I have read and understand my responsibilities as outlined in the following USC policies and others available on the USC policy website
<http://www.sc.edu/policies/>:

- UNIV 1.51 Data and Information Governance
- UNIV 1.52 Responsible Use of Data, Technology, and User Credentials
- ACAF 3.03 Handling of Student Records
- FINA 4.11 Credit/Debit Card Processing and Security
- HR 1.22 Telecommuting
- HR 1.69 Official Personnel Files and Records Release
- IT 3.00 Information Security
- LESA 3.06 Reporting Loss or Theft of University Property

I acknowledge that unauthorized access or disclosure, through my deliberate actions or negligence, of any data, information, technology, user credential, or other asset could subject me to criminal and civil penalties imposed by law. I further acknowledge that unauthorized disclosure or access may also constitute just cause for disciplinary action. In the event access is determined to be contrary to university policy or applicable law, appropriate measures will be taken, including referral to student, employee, or faculty disciplinary processes. . If I am ever in doubt about my responsibilities regarding USC data, technology, user credentials, or other assets involving payroll data, I will immediately consult the Payroll IT staff.