PURPOSE:

By signing this form you certify that you

- Understand data classifications and restrictions as described in this document and how they apply to HRMS data
- Understand university policy on access to institutional data
- Agree to your responsibilities for use and protection of HRMS data

HRMS DATA and ACCESS:

Access to HRMS is based on data classification types Public and Restricted:

- **Public Data**

  Designated by the State of Indiana Access to Public Records Law as data that may be disclosed from personnel files of public employees and applicants:

  - Name
  - Compensation
  - Application for employment or appointment
  - Job title
  - Business address
  - Business telephone number
  - Job description
  - Education and training background
  - Previous work experience
  - Dates of first and last employment

  Data classified as public is therefore considered open access.

  It is illegal to provide anyone with a list of employees of the university or a division thereof which is to be used for commercial purposes, even if the data is classified as public.

- **Restricted Data**

  Restricted Data are classified on 2 levels:

  (1) **University-Internal**

    Data elements that may be accessed by all eligible employees of the university for the conduct of university business.

    Examples of university-internal HRMS data:
    - Position information – classification, percent time, etc
    - Preferred name
    - Pay months frequency

  - **University-Internal**

    Date elements that may be accessed by all eligible employees of the university for the conduct of university business.

    Examples of university-internal HRMS data:
    - Position information – classification, percent time, etc
    - Preferred name
    - Pay months frequency
(2) Limited-Access
These are data elements that, because of legal, ethical, or other constraints, may not be accessed without specific authorization or to which only selective access may be granted.

Examples of limited-access data:
- Date of birth
- Home address
- Ethnicity
- Job action reason
- Benefits enrollment information – e.g. benefits plan participation
- Payroll information - e.g. taxes, social security number

Restricted data elements are confidential and not open access.

HRMS data elements that are designated as restricted access have this designation assigned based on one of the following:


Title VII Civil Rights Act of 1964 (as amended by the Equal Employment Opportunity Act of 1972) – prohibiting discrimination based on race, color, religion, sex, or national origin in any term, condition, or privilege of employment.

Right to Privacy – in reference to the Bill of Rights and as the courts have fashioned a body of law which all but establishes the right to privacy as a fundamental right guaranteed to each individual by the Constitution.
In order to obtain access to institutional data you have, at some point, completed the UITS Security Administration “Computer Account for Access to Institutional Data User Agreement”. This agreement states your privileges and responsibilities as a computer user as well as policies governing access to institutional data. Here is a recap of your responsibilities relating to access of institutional data, including HRMS data:

- You will access institutional data only in the conduct of university business.
- You will respect the confidentiality and privacy of individuals whose records you may access.
- You will observe any ethical restrictions that apply to data to which you have access, and abide by applicable laws or policies with respect to access, use, or disclosure of information.
- You are forbidden to disclose restricted data or distribute such data in any medium, except as required by your job responsibilities.
- You are forbidden to access or use any institutional data for your own personal gain or profit, or the personal gain or profit of others, or to satisfy your personal curiosity.
- Unattended workstations with access to restricted data should be logged off, locked, or otherwise made inaccessible to individuals without access rights.

As a user of HRMS data, you agree to preserve and protect the confidentiality of all information classified as restricted access as a matter of on-going responsibility; and agree to the use of HRMS public data as specified. In addition you agree to comply with your duty as a computer user as well as policies governing access to institutional data.

Violation of this agreement by any employee will be reviewed and subject to discipline, up to and including termination of employment.

Name: ____________________________  Campus: _______________

Department: ______________________ Email address: ______________________

Complete at least one of the following 3 identifiers: Username/Network ID: ______________
Date of Birth: _______________  University ID: _______________

User’s Signature: ____________________________  Date: __________________

Dept Head Signature: ____________________________ Date: __________________

Please keep a copy of this document for future reference

Completed Forms must be submitted to HRMS Access & Security (Poplars 195, BL) for Data Manager approval.