



Employee Acknowledgement of Confidentiality and Computing Access

1. I understand that as an employee of McMaster University and a user of computing systems provided by University Technology Services, I may be in a position to access information stored on those systems. I agree that I must maintain the confidentiality of personal, social, health related, protected research and other classified information to which I may have access. I understand that confidential information is to be held in the strictest confidence whether means of access to such information is verbal, documented, computerized, or otherwise obtained. Breach of confidence includes intentional or involuntary unauthorized release of this information and could lead to disciplinary action including termination of employment.

2. I will become familiar with and abide by the McMaster University "Guidelines on Access to Information and Protection of Privacy". (This policy is documented at <http://www.mcmaster.ca/univsec/fippa/fippa.cfm>. Other applicable policies governing use of UTS facilities are available at <http://www.mcmaster.ca/uts/index.html>. I further agree to abide by any other policies that I may be given reasonable notification of in the future.

3. Any unique system LOGONID(S) issued to me and any PASSWORD(S) created and personally entered by me into the University Information System is a unique code that identifies me.

4. My LOGONID(S) and PASSWORD(S) are issued for the performance of my corporate duties. Within the University Information System, the aforementioned unique code is equivalent to my legal signature. Should any information which is entered using my LOGONID(S) and PASSWORD(S) become a part of any record, I shall be responsible for those entries.

5. It is my responsibility to change my PASSWORD periodically. If at any time I feel that the confidentiality of my PASSWORD has been or might be breached, I will change my PASSWORD promptly and report to my supervisor or the appropriate office any concern I may have.

I have read the above and fully understand the content.

Employee Name: _____ Employee #: _____
(Please print)

Date: _____ Signature: _____

Date: _____ Received in UTS by: _____



Policies, Procedures, Guidelines and 6YghDfUWjWg

The primary purpose of this website is to state the principal policies and procedures that guide McMaster community. It is also designed to acquaint new members of McMaster community with the organization and objectives of UTS and with their obligations and purpose:

1.0 Use of McMaster Computers and Networks

1.1 Responsible Use of McMaster Information Technology Systems

- 1.1.01 Computer Access Accounts
- 1.1.02 Code of Conduct
- 1.1.03 Central Provision of Network Infrastructure
- 1.1.04 Use of Remote Access Tools on End User Computers
- 1.1.05 Use of Student Computer Centres

2.0 Electronic Communications

- 2.1 UTS Managed McMaster Email System
- 2.2 Official Communication with McMaster Community

- 2.2.01 Campus Wide Messages

3.0 Information Security

- 3.1 Information Integrity
 - 3.1.01 Access to Information and its Protection
 - 3.1.02 Intellectual Property and Copyrighted Material
 - 3.1.03 Information Security and Preservation

4.0 Web Publishing, Managing and Maintaining

- 4.1 Naming Conventions and Domains
- 4.2 Branding Standards
- 4.3 Web Accessibility and Alternative Formats
- 4.4 Web Security and Commerce
- 4.5 Advertising and Sponsorship