



ENTERPRISE SYSTEMS, APPLICATIONS & TECHNOLOGY AND
PROJECT MANAGEMENT OFFICE

General Privacy and Confidentiality Agreement

As an employee of Simon Fraser University, I understand that I have a legal obligation to protect personal information to which I have access through University records and information systems. In accordance with the *Freedom of Information and Protection of Privacy Act*, University Policy I10.04 - Access to Information and Protection of Privacy and applicable department policy, I agree to protect all personal information to which I have access in the course of my employment or volunteer activities with the University. I agree to use the personal information only for the purposes for which it was collected and purposes consistent with my employment responsibilities. I agree that I will only disclose personal information as permitted by law. I understand that discipline or sanctions, up to and including dismissal, may result if I access, collect, use, disclose, or dispose of personal information without authority. I understand that my legal obligation does not end with my employment or volunteer activities at Simon Fraser University but continues in perpetuity and that failure to keep confidential the personal information of individuals is grounds for legal action. By my signature I acknowledge that I have read and will abide by this agreement.

Name (Please print)

Department (Please print)

Signature

Date



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Simon Fraser University
User Guidelines

University System users are those academic and non-academic appointment employees authorized to use the system by the appropriate dean, department chair, manager, director or supervisor. The University system is used by staff and faculty for the purposes of administration of administrative, academic and financial records. The personal information contained within the databases was collected for those purposes.

General

- never give out your login ID or password which will be the same as your SFU E-mail login ID and password.
- choose a password with a mixture of letters, numbers and symbols
- change your password when prompted to do so by the system
- never disclose to an unauthorized person any personal information you have access to through HAP
- never discuss specific details of the data contents and system functionality of HAP with an unauthorized person

Using University Systems at the office:

- use HAP only for purposes directly related to your job duties
- ensure that your workstation is not visible to unauthorized persons
- when accessing HAP, do not let others view information which they are not authorized to view
- although the system will time-out (i.e. log you out), if you need to leave your workstation logout from HAP before doing so

Using University Systems outside the office:

- observe all of the guidelines noted above
- make sure your computer is located in a secure place
- use a security or anti-theft device on your computer hardware
- make sure you clear your browser's history and empty your browser's cache after each use of HAP
- do not let members of your family or other unauthorized persons view confidential information when you are accessing HAP
- if you cannot ensure the above guidelines will be followed, please DO NOT use University Systems outside the office