

# COMPUTER SECURITY Confidentiality agreement

As a member of the UCMC community, you may access / use only those covered resources for which you have received explicit authorization. You must exercise due care to ensure that no one else learns your identification/password or has access to any physical or programmed identification/authentication devices for information. Specifically, user ID and passwords or physical devices may not be shared among individual users. Your access code should not be:

1. Written down in an accessible location;
2. Embedded in computer log-in scripts or other applications;
3. Stored on individual users' computers.

You must exercise due care to log off the computer or terminal before leaving for a material time period to prevent anyone else from using the device under your access permissions.

You must also maintain the confidentiality of patient medical, financial and personal information. Any unauthorized or inappropriate access to or disclosure of information about a patient is a breach of medical ethics, a cause for legal action against you and a cause for disciplinary action.

Your signature below verifies you have read the UCMC Computer Security / Confidentiality Agreement, you fully understand your responsibilities and you agree to utilize all your access codes to UCMC computer networks and systems in accordance with this agreement.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Verified By (HR Representative): \_\_\_\_\_