

Colleague Query Access Policy for University Employees

This policy is designed to alert SVSU employees, who are granted access to query the Colleague database, of their responsibilities when utilizing such functionality. Employees using query have access to the entire Colleague database, including access to privileged/sensitive information, social security number, date of birth, etc. and as such need to exercise caution and take steps to prevent the unauthorized use of such information.

Responsibilities include the following:

- Only access the files and data fields that are needed to perform your job duties
- Avoid displaying privileged/sensitive information on screens and reports unless necessary
- When displaying query results on the screen, do not allow unauthorized individuals to view privileged/sensitive information
- When generating printed reports, including “screen prints”, do not allow unauthorized individuals to view privileged/sensitive information.
- Use a shredder when discarding printed reports containing privileged/sensitive information.

If you have questions regarding this policy, please contact ITS Computer Operations at x4146.

ACCEPTANCE OF ACCESS and RESPONSIBILITY

This form must be completed and submitted to ITS Computer Operations before query access to Colleague will be granted.

I, _____, understand that my acceptance of
PRINT NAME HERE
query access to the Colleague system signifies that I understand and accept the responsibility for complying with the Query Access Policy outlined above. By my signature below, I understand and agree to preserve the security and confidentiality of information I access. I understand that my access may change as job assignments and duties change. I also understand that I am responsible for the personal security of my password.

Signature of SVSU Employee

Date