

Contractor Responsibilities

All contractors with access to the University of Delaware's information must acknowledge annually through this document their responsibility to safeguard the confidentiality of University information in their care.

As a contractor, you are an end user of the University's various IT resources, including its data, systems, and network. You must adhere to the same policies and compliance requirements as other end users, including University employees.

Contractor data management practices must comply with applicable laws and regulations. All individuals who have access to IT resources must manage it in a manner that is consistent with the University's need for privacy, security, and compliance.

You are required to protect all IT resources to which you have access.

- Adhere to your employer's and the University's information security policies and programs.
- Immediately report lost or stolen IT resources, including University-owned or –issued equipment or other devices containing University information.
- Use IT resources only for business purposes and only according to your authorization to do so.

You are required to rigorously protect any sensitive University information to which you have access. Sensitive University information includes Social Security numbers, Protected Health Information, education records, Level III information, and any other information with heightened confidentiality requirements.

- Encrypt all files containing sensitive University information. Do not store or transmit unencrypted sensitive University information.
- Access, process, store, and transmit sensitive University information via employer-provided or –approved devices or systems. Do not locally access, process, store, or transmit sensitive University information unless required and explicitly authorized to do so.
- Do not share sensitive University information unless explicitly authorized to do so and unless the recipients have a legitimate interest in, and a need to know, that information.

Acknowledgement

I have reviewed and understand the University of Delaware's data management rules. I understand these rules, and I acknowledge my responsibility to comply with them and manage University information with due care.

Signature:

Date: