

TO: Bowling Green State University Employees Requesting Access to BGSU PeopleSoft System

FROM: Bruce Petryshak, Chief Information Officer

SUBJECT: Ethical Use of BGSU PeopleSoft System

The data contained in the BGSU PeopleSoft system is maintained for functions essential to the mission of Bowling Green State University. Because BGSU must necessarily have potentially sensitive personal information about employees to perform these functions, users entrusted with access to this system have an extraordinary responsibility to act professionally to maintain the security and confidentiality of this data. Employees must be trusted to use this system in an ethical manner as representatives of the University.

Some employees will have access to update information as part of their security clearance on the system. This is an important responsibility. These employees must only update data as appropriate for their job function. For example, Student Employment Services staff should only modify student employee data, and Graduate College employees should modify only graduate assistant contract data. All users with update access to the system should note that their updates to the system are being tracked and audited.

The statement concerning the ethical use of the PeopleSoft system and your responsibility for security and confidentiality of data is being distributed to you in an attempt to clearly communicate our responsibility to our clients and the University.

Review **page two** of this document, the *BGSU Statement of the Ethical Use of BGSU PeopleSoft System*, sign the bottom portion, and return it to the BG@100 Office, attention: Security Administrator.

You are also encouraged to discuss any questions you have with your supervisor or the Office of Human Resources.



BGSU Statement of the Ethical Use of BGSU PeopleSoft System
CODE OF RESPONSIBILITY
FOR SECURITY AND CONFIDENTIALITY OF DATA

Security and confidentiality are a matter of concern for all employees of Bowling Green State University. The PeopleSoft system is a repository of data in computerized and hard copy form for Bowling Green State University. Each person granted access to this system holds a position of special trust relative to this data, and must recognize the responsibilities entrusted to him/her and to BGSU in preserving its security and confidentiality. Employee conduct either on or off the job may threaten the security and confidentiality of this data, or of maintaining appropriate ethical standards. Therefore, employees must agree:

- a) not to make or permit unauthorized use of any information in files maintained, stored or processed by BGSU;
- b) not to seek personal benefit nor permit others to benefit personally by any confidential information which has come to them by virtue of their work assignments;
- c) not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with Bowling Green State University policies;
- d) not to knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry;
- e) not to remove or deny others the use of any official record, report or files except in the performance of his/her duties;
- f) not to modify information except as appropriate to his/her job function;
- g) to honor all University, State and Federal regulations;
- h) to immediately report any violation of this code to his/her supervisor;
- i) not to aid, abet, or act in conspiracy with others to violate any part of this code.

Use of the PeopleSoft system is tracked and audited as part of the normal functioning of the system. For BGSU employees, unethical activities or violation of this code may lead to a reprimand, suspension or dismissal consistent with the policies and procedures of progressive disciplinary action of the University.

I have read, understand and will comply with the terms stated in the Code of Responsibility included in this BGSU Statement of the Ethical Use of the BGSU PeopleSoft System.

(Please print your name)

(P#)

(Signed)

(Date)