# **YSM Finance**

## **Appropriate Use of University Information**

Working at Yale University may involve access to confidential, sensitive or private information. The format of this information may be electronic, print, verbal or other forms.

Please be aware that this information must only be accessed or used when necessary to execute University business related to your position responsibilities, and in a manner consistent with University policy [Yale University Information Technology Appropriate Use Policy](http://your.yale.edu/policies-procedures/policies/1607-information-technology-appropriate-use-policy). In addition, certain categories of information such as social security numbers, student records, and healthcare information are accorded confidentiality under the law as well as under University policy.

Please be aware that:

* Accessing or attempting to access University information for which an individual has no business need or legal right of access is prohibited.
* University information may not be disclosed to anyone who does not have a business need for the information.
* Those authorized to access University information are responsible for securing it from unauthorized access, including securing and protecting passwords, keys, and other forms of access control.

Anyone who violates these policies is subject to disciplinary action, up to and including discharge or expulsion. Anyone who violates state or federal law is personally liable for such actions.

I have read and understand the above.

Name

Signature

Department

Date