



**Data User Agreement  
(To be completed by Employees)**

I have the responsibility to protect the confidentiality and integrity of all Transylvania University data to which I have access. I acknowledge my responsibility to protect all such information, in whatever form, from improper disclosure or use.

I acknowledge that I have read the Transylvania University Data Access Privacy and Security Policy and agree to abide by its terms.

I agree that the purpose of my access to Transylvania University data is for internal or external user support, institutional operation, institutional, state, and federal reporting, policy analysis, and decision-making.

I agree that user IDs and passwords used to access Transylvania University systems are issued on an individual basis. I am solely responsible for all information obtained through system access using my unique identification. At no time will I allow use of my user ID or password by any other person. The University reserves the right to revoke user credentials at any time if a violation is detected.

I acknowledge that I have been informed that deliberately revealing personally identifiable information will result in a loss or denial of access to confidential information, revocation of network access privileges, and any other penalties as prescribed by federal or state law.

**Signature**

**Date**

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**Printed Name**

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