Applicant's Statement of Responsibilities – Staff
(for UHS and UHAA staff that were previously trained in Convio or registering for Convio training)

Convio is a tool used for University communications to alumni, donors, friends, faculty and staff. This Statement of Responsibilities (“Statement of Responsibilities”) describes my duties and obligations with regard to confidential information I may receive or have access to during my employment. I understand that information I receive regarding University of Houston System’s, any of its component institutions’, and/or any of its support organizations’ (hereinafter collective referred to as “University”) alumni, donors, students, constituents, fundraising, alumni communications, and other similar information is confidential and the property of the University, and may not be released to anyone except University employees in the course of their work as employees (the above-referenced information shall be hereinafter referred to as the “Confidential Information”). This Confidential Information includes all forms of information, written, oral, or electronic. The release and control of the Confidential Information is governed by state and federal laws including but not limited to the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), Public Disclosure Laws, Texas Public Information Act, Fair Credit Reporting Act, and the CAN-SPAM Act.

I am responsible for the security of my Convio account username and password. My account is not to be shared with other people. I also understand that my access to the Confidential Information is limited to the information I need to know to perform my responsibilities to the University.

To ensure that none of the Confidential Information is released to a third party, or to University employees who are not authorized for access, I understand that it is my responsibility to physically protect hardcopies, and destroy or properly archive all printed or electronic materials as soon as their useful purpose has been served.

Exporting any Confidential Information from Convio is not permitted. The Convio team will be monitoring the export of data. Upon reasonable belief that an employee has failed to comply with the provisions within this Statement of Responsibilities, the University may, for the purpose of the University’s investigation, monitor, intercept, record and/or review communications sent by applicable employees over the University’s e-mail system.

All University data is maintained solely for business use. No University resources may be used for any sort of personal work or entertainment.

Violation of these provisions may result in disciplinary action, which would include the Convio user account be terminated or dismissal from employment with the University.

I have read and understand this Statement of Responsibilities regarding the use of the Confidential Information. I will maintain the confidentiality of information I receive, including the Confidential Information, and will use it only according to this Statement of Responsibilities as well as applicable law and University policy.

Print Name: _________________________________

Signed by: _________________________________

Name

Date

Title

Phone

Return form to: University Relations
Room 129 E. Cullen
Mail Code 5017

06/17/2011