

<b>SUBJECT:</b> RESPONSIBLE USE OF DATA ACCESS	<b>Effective Date:</b> 5-31-11 <i>Amended: 4-15-19</i>	<b>Policy Number:</b> 12.3	
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	<b>Responsible Authority:</b> Associate Provost and Chief Information Officer		

**APPLICABILITY/ACCOUNTABILITY:**

This policy is applicable to all employees, students, volunteers and contractors of the University with access to University Data.

**DEFINITIONS:**

*University Data:* Any information maintained by the University or information to which a University constituent is provided access based on the constituent's University status.

**POLICY STATEMENT:**

**I. POLICY**

Florida Atlantic University grants persons or entities access to certain University Data in order to support the educational and research objectives of the U

relative, that individual will request that another authorized individual make the required modifications on his or her behalf, and will not make the change him- or herself. This restriction does not apply to systems that are deemed to be testing/development environments or that do not hold official University information, or to record modifications that are part of a routine automated process.

With regards to University Data, individuals shall not:

- Share with any other person any password or account secret granted solely to them;
- Permit any other person to use accounts granted to them
- Permit unauthorized use
- Seek personal benefit from use or access
- Disclose the contents

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