



### Student Financial Services Records Access Statement

With our commitment to maintaining the privacy and security of student financial records, completion of the following is required before staff may be granted the ability to obtain information about a student’s financial record. This procedure has been implemented as an ongoing effort to protect the confidentiality of the student's records and ensure that we are in compliance with University of Delaware’s Policy for Responsible Computing (Policy Number 1-14).

#### *Appropriate Use of Student Financial Services Systems*

Appropriate uses of UDSIS data (list is not exhaustive):

- Must use UDSIS computing resources only for official UD business
- Must ensure that a substantially established relationship with the student is in place (e.g., admitted/registered student), which requires information be accessed for a business purpose
- Must protect all UD systems from access by or disclosure to unauthorized personnel
- Must report immediately to SFS any security incidents, potential threats, or vulnerabilities that involve UD resources
- Must report to SFS any compromise, suspected compromises, or incidents of sharing a password or other authenticator
- Must access only those systems, networks, data, control information, and software for which he or she is authorized
- Must ensure that all information from UDSIS is marked according to its sensitivity and is properly controlled and stored
- Must inform SFS when he or she no longer needs access to UDSIS (i.e., the individual is leaving his or her position or his or her job responsibilities have changed)
- Must avoid the introduction of any code that might be harmful to UDSIS

#### *User Information*

User Name	Job Title	Department
-----------	-----------	------------

UDID	Phone #	Email
------	---------	-------

Job Duties That Require This Access
-------------------------------------

User Signature	Date
----------------	------

#### *For Office Use Only*

SFS Administrator	Agreement	Training
-------------------	-----------	----------

Access Granted
----------------

Notes
-------

SFS Administrator Signature	Date
-----------------------------	------