

HR INFORMATION SYSTEMS

Data Protection & Confidentiality Agreement

PROTECTION OF DATA

UAB Human Resources is committed to following all data security and protection policies, guidelines, and standards established by the University and UAB Information Technology. UAB requires that all UAB data, electronic or otherwise, be protected and maintained in accordance with all applicable federal and state laws and university policies.

UAB Human Resources requires that those accessing its data protect it and refrain from sharing it with unauthorized individuals. The data provided will be used for its intended purpose unless otherwise requested and approved by the Data Steward or designee. Specific guidelines and requirements for data protection, classification, storage, and use are outlined in the below standards:

- [UAB IT Data Protection and Security Policy](#)
- [UAB IT Data Classification Rule](#)
- [UAB IT Data Protection Rule](#)

AGREEMENT TO PROTECT

By signing below, I certify that I will adhere to the above and all other relevant UAB standards regarding the safeguarding of data. I understand that special precautions must be followed when handling restricted and sensitive data as outlined in the Data Protection Rule.

SIGNATURE

DATE

PRINT NAME

DEPARTMENT/OFFICE/ENTITY

HUMAN RESOURCES USE ONLY

SIGNATURE

DATE