

HR INFORMATION SYSTEMS

HR Data Use Agreement

Unless specified, HR data is provided for internal assets only. For interfaces to vendors, a signed approved contract must be in place before releasing any data.

Recipient of data shall not disclose HR data in any manner — including, without limitation, by means of outsourcing, sharing, retransfer, access, or use — to any third party, internal or external, unless approved by UAB Human Resources in writing and in advance of any disclosure.

Recipient of data agrees that use or storage of, and access to, HR data shall be performed with that degree of skill, care, and judgment customarily accepted as sound, quality, and professional practices. Data recipient shall implement and maintain appropriate safeguards necessary to ensure the confidentiality, availability, and integrity of HR data in accordance with UAB policy and data classifications.

CLASSIFICATIONS OF HR DATA

The classification of HR data refers to the sensitivity and confidentiality of the information.



Public Data

Data that may be disclosed to the general public without harm.

APPROVAL: Not required.

EXAMPLES:

- UAB facts and figures data
- Press releases
- Public-facing website content



Sensitive Data

Data that should be kept confidential. Access to these data shall require authorization and legitimate need-to-know. Privacy may be required by law or contract.

APPROVAL: Required by Director, Executive Director, Chief, AVP or VP whose span of control includes the population for which the data is requested, or the designated Data Steward.

EXAMPLES:

- Salary
- Email addresses
- Home addresses and home phone numbers
- Individual retirement benefit information



Restricted Data

Sensitive data that is highly confidential in nature and carries significant risk from unauthorized access. Privacy and security are typically required by law or contract.

APPROVAL: Required by VP, Provost, Dean, President or designated Data Steward.

EXAMPLES:

- SSN
- Date of birth
- Driver's license number
- Bank or credit card numbers
- Personal health information

HUMAN RESOURCES DATA STEWARDS

| STEWARD | SCOPE |
|---|---|
| Janet May, UAB Chief Human Resources Officer | All UAB Campus, Entity, and UAB Medicine Data |
| Rahul Thadani, Asst. VP HR Sys Ops | All UAB Campus and UAB Medicine Data |
| John Petrov, Chief Human Resources Officer, UAB Health System | All UAB Medicine Data |
| Eric Ezzell, Assoc. VP of Human Resources, UAB Health System | All UAB Medicine Data |
| Cindy Ryland-Holmes, VP of Human Resources | VIVA HR Data |
| Linda Gunter, UAB Communications | UAB Mass Emails |