



Data Governance Policy: Data Usage Agreement

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1. PURPOSE

The purpose of this policy is to articulate UMES' guidelines` on the release/distribution of student or faculty data. This policy extends to data collected from the student through normal business operations and to applicants that did not attend UMES as well. This policy is to ensure that UMES' data are not misused, abused, or unethically used in violation of any applicable law along with due consideration for individual privacy.

2. SCOPE

This policy applies to all persons, entities, and systems that accesses UMES' data and information, including but not limited to:

- 2.1. Speech, spoken face-to-face, sign language via telephony methods or any current or future technologies,
- 2.2. Communications sent via text, chat, or any form of social media,
- 2.3. Hard or soft copies,
- 2.4. Data or information stored on any form of electronic or analog device.

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The intent of these procedures is to implement the laws governing the confidentiality of the UMES' systems of record. The extent to which this policy is governed does not extend beyond that which has been established by law. UMES reserves the right to interpret, adopt, revise, amend, repeal, suspend, or apply its policies and procedures according to its assessment of the needs and interests of UMES; subject to the limitations as imposed by law.

3. ACCESS CONTROLS

UMES employees must abide within the following:

- 3.1. Data may be accessed and used only as required for the performance of their job functions, not for personal gain or for other inappropriate purposes.
- 3.2. Data may be accessed and used according to the security levels assigned to the data relative to that employee.
- 3.3. Employees are expected to exercise sound judgement regarding the reasonable handling of UMES data.
- 3.4. It is the responsibility of the procurer of data to promptly report the theft, loss, or unauthorized disclosure of UMES data.
- 3.5. UMES reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

4. COMPLIANCE

UMES employees or students who are found to have violated this Policy may be subject to disciplinary action in accordance with relevant University policies and procedures. Furthermore, certain violations may be referred to the appropriate State or Federal law enforcement for investigation.

Department/Division Heads who are found to be responsible for knowingly, intentionally, or recklessly violating this Policy or its associated [supplemental guidelines] may obligate the Unit to repay all costs associated with a security incident, or any penalties imposed by government agencies or regulators.

5. RELATED DOCUMENTS

n/a

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