CUNY ADMISSIONS REPORTING SYSTEM USE & ACCESS RULES

CUNY Admissions Reporting System is a CUNY tool that provides each user with access to large volumes of confidential/sensitive data that can easily be downloaded in raw data format. As a result, each user needs to be vigilant regarding the handling of data downloads out of the CARS.

If information available within the CARS becomes available to personnel who should not have access to that information, the user responsible for this security lapse shall be held accountable for the actions of such personnel.

* CUNY Admissions Reporting System users are hereby notified of the obligation to comply with the following rules in connection with the use and access of CUNY Admissions Reporting System. CUNY Admissions Reporting System user:

- Shall use CUNY Admissions Reporting System information only for purposes authorized by appropriate CUNY management personnel.
- Shall not open, review or otherwise use any CUNY Admissions Reporting System information in connection with which he or she has no direct work-related responsibilities.
- Shall not disclose or provide access to any Data Warehouse information except to those having legal or otherwise permissible right thereto.
- Shall password-protect access to CUNY Admissions Reporting System information at all times and shall not share the password. Users will be required to compose difficult-to-guess passwords and change them regularly.
- Shall not use or store CUNY Admissions Reporting System information on any type of portable device or on any home computing equipment.
- Shall maintain his or her computer’s operating and Internet browser software to current maintenance levels.
- Shall maintain anti-virus, desktop firewall software and anti-spyware programs (as provided by the College and/or CUNY) to current levels of protection.
- Shall not install any program on his or her computer which is not explicitly approved and authorized by his or her College and/or CUNY and not required to perform his or her assigned job responsibilities.
- Shall not disable any security program installed on his or her computer for any reason, whether or not the computer is connected to a network.
- Shall read, understand and comply with CUNY’s Policy on Acceptable Use of Computer Resources (Computer Use Policy) and IT Security Procedures located at security.cuny.edu under Security Policies and Procedures.
- Shall immediately report any suspected or actual compromise of CUNY Admissions Reporting System information to the President (or equivalent) of the College and the CUNY CIO (Brian Cohen) and CISO (Carl Cammarata). Immediate steps shall be undertaken by the College to contain the compromise, determine the extent of the compromise, and maintain the environment in an unaltered state for purposes of further investigation.
- Shall be responsible for any unauthorized access to or from his or her computer account and improper disclosure of CUNY Admissions Reporting System information.
- Understands that any violation of these rules may subject Data Warehouse users to disciplinary proceedings in accordance with CUNY policies, rules and regulations, and applicable collective bargaining agreements.
ACKNOWLEDGMENT OF CUNY ADMINISTRATIVE USE & ACCESS RULES

I hereby acknowledge receipt of the CUNY Administrative Use & Access Rules.

______________________________  (printed name)

______________________________  (College/business area)

______________________________  (signed)

______________________________  (date)

Please keep a copy of the CUNY Administrative Use & Access Rules and return your signed acknowledgment to the attention of CUNY-CIS Information Security Administrator, Beatrice Atobatele, 212-541-0364, Beatrice.atobatele@mail.cuny.edu, by fax 212-541-0379, or as e-mail attached PDF document.