

**THE TEXAS A&M UNIVERSITY SYSTEM
B/P/P SQL DATABASE & ALVA APPLICATION
STATEMENT OF RESPONSIBILITY**

I understand that all information concerning employees which may come to my knowledge while using the BPP SQL Database & ALVA Application is to be held in the strictest confidence and may not be disclosed except as provided in policy and procedures pertaining to performance of my job duties and assignments

I acknowledge my responsibility for strictly adhering to Texas A&M University System policy and state and federal law. I also am aware that penalties exist for unauthorized access, unauthorized use or unauthorized distribution of information from the B/P/P SQL Database or the ALVA Application.

I understand that computer system password(s) I receive or devise is (are) confidential. I will not disclose to any unauthorized person any password(s) which I am given or devise and I will not write down such password(s) or post them where they may be viewed by unauthorized people. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my password(s). I agree further NOT to attempt to circumvent the computer security system by using or attempting to use any transaction, software, files or resources I am not authorized to use. I understand that use of a password not issued specifically to me or to a group of which I am a member is expressly prohibited.

I understand that failure to observe these restrictions constitutes a "Breach of Computer Security" as defined in the TEXAS PENAL CODE, CHAPTER 33, and that such an offense will subject me to disciplinary action and criminal prosecution to the full extent of the law.

EMPLOYEE NAME (PRINT CLEARLY)

EMPLOYEE UIN

POSITION OR TITLE

DEPARTMENT

PHONE NUMBER

AGENCY/INSTITUTION

EMAIL ADDRESS

EMPLOYEE SIGNATURE

DATE

PAYROLL OR HUMAN RESOURCE DEPARTMENT HEAD
SIGNATURE

DATE

FOR OFFICIAL USE ONLY:

USER NAME (PRINT CLEARLY)

DATE ADDED

INITIALS

DATE DELETED

INITIALS