



Confidential Data and the Web Server

Use of the USA Web server (www.southalabama.edu) or the related Content Management System (CMS) for the transmission, collection or storage of confidential data is prohibited. The Web server is intended for the presentation of public University information and its implementation does not include mechanisms for the protection of confidential data. It is not technically possible for departmental web masters to effectively "hide" data on the Web server or within the CMS. Departmental "intranets" implemented on the Web server must not be used for confidential information.

Prohibited data is any information deemed private or confidential pursuant to Federal, State, or local law or by University policy. Examples of prohibited data include, but are not limited to, personally identifiable data such as Social Security, Driver's License, or Passport Numbers; Birth Date; and any data covered by FERPA or HIPAA regulations regarding an individual's medical or educational records/information. Further information is contained in the University's Information Security Policy, which may be accessed on the Information Technology Policies section located at www.southalabama.edu/csc or in the main A-Z index at www.southalabama.edu/a-z.

Important Links

Information Systems Security Policy: <http://www.southalabama.edu/departments/csc/resources/securitypolicy.pdf>
Webmaster Agreement: <http://www.southalabama.edu/departments/webservices/webmasteragreement.html>
Web Policies: <http://www.southalabama.edu/departments/webservices/policies.html>



Organization Information

Website Address (required for existing sites)

College – Department – Office Name

Phone Number

Mailing Address

Add a New Web Personnel

Print Full Name

Jag Number – J#

University Email Address

Phone Number

Staff Designated Role Editor Reviewer

Personnel Agreement Statement

I agree to accept the assigned role for the organization listed above and to accept the responsibilities outlined in the "[Webmaster Agreement](#)."
 I agree to abide by the provisions of the "[Web Policies](#)" and the University's "[Information Systems Security Policy](#)".
 I understand that the account provided to me by USA Web Services is to be used solely for Internet publishing for the organization above.
 I understand that the USA web server is not to be used for confidential data.

Print Full Name

Signature

Date

Webmaster or Dean / Chair / Manager Approval

I authorize the individual above for the Editor/Reviewer role for the indicated organization web site.
 I have read and understand the responsibilities involved.

Print Full Name

Signature

Date