



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>



Webmaster Agreement Form

Organization:

Name of Web site: _____

Mailing Address: _____

Service Requested: (Check as many as required)

- Add New Web Site
- Add New Sub-directory to Web Site
- Add New Link to USA Web Site
- Replace existing WebMaster
- Add WebMaster & keep existing WebMaster

Directory/sub-directory Name requested: _____

Additional Instructions: _____

Webmaster:

I agree to be the Webmaster for the organization or faculty member directory listed above and to accept the responsibilities outlined in the "Webmaster Agreement." I agree to abide by the provisions of the "Web Policies." I understand that the account provided to me on the USA Web Server is to be used solely for Internet publishing for the organization above.

J-Number

Name of Webmaster: (please print) _____

E-Mail Address of Webmaster: _____@_____

Telephone Number: _____

Signature: _____ Date: _____

Dean / Chair / Manager Approval:*

I authorize the individual above to be the designated Webmaster for the indicated organization or personal web site. I have read the attached "Webmaster Agreement" and understand the responsibilities involved.

Dean/Department Chair: (please print) _____

Signature: _____ Date: _____

* For Student Organizations, the "Department Chair" is the Office of Student Activities, Academic Support Center, Room 1345.

Please mail this form when completed to: Web Services, Computer Services Center

University of South Alabama - Mobile Alabama 36688-0002 / 1 (251) 460-6101

For questions or comments [Contact Us](#)

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<http://www.southalabama.edu/webservices/webmasteragreement.pdf>