

Access will be granted for the person identified below:

Last Name	First Name	Middle Initial
Department	Phone Number	
Office Address	NetID	
<b>Request for Access to Facilities and Services Networked Information</b>		
<p>I have read and understand the policy concerning <b>Privacy, Integrity and Security of Facilities &amp; Services Data and Systems</b>. I further understand that my user identification code (Login ID and password) are my legal signature. If I have reason to believe that the confidentiality of my user identification code has been broken I will contact <b>Facilities and Services Support Desk (244-6350)</b> so that my user identification code can be deleted and a new user identification code can be assigned to me.</p> <p>User responsibilities include preserving the confidentiality and security of data to which access is granted, ensuring that data are used for and in the conduct of University business, and reporting known or suspected security violations to the Director of Facilities and Services. These responsibilities also include the proper storage, access control and disposal of private and confidential data that are presented to the user in the form of printed reports, magnetic tape, floppy disks, files downloaded to a personal computer or any other output media.</p>		
Signature	Date	

**Access requested for:**

Voucher Viewing:  
Service Request:  
Car Pool Reservations:

<p>Return this form to the <b>Facilities &amp; Services Support Desk:</b></p> <ul style="list-style-type: none"> <li>- Scan and email back to: <a href="mailto:fandssupportdesk@illinois.edu">fandssupportdesk@illinois.edu</a></li> <li>- Fax the form to: 217-244-4359</li> <li>- Send via Campus Mail to: 1501 South Oak Street Physical Plant MC 800, Room 20</li> </ul>
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Account for access to services available on the my.FS Portal  
**my.fs.illinois.edu**

Form revision date 7/25/2014

Facilities and Services Security Officer

Date Completed

### **Privacy and Security of Facilities & Services Networked Information (FASNET)**

#### **What is Facilities & Services Networked Information (FASNET)?**

Facilities & Services Networked Information, or FASNET, includes all data, programs and procedures gathered, stored or maintained on Facilities & Services computer equipment.

#### **Who owns it?**

All data, programs and procedures gathered, stored or maintained on Facilities & Services computer equipment is the property of the University of Illinois, unless otherwise stated in a contractual agreement.

#### **Who is responsible for FASNET and for what are they responsible?**

- **Facilities & Services Staff and other authorized users** in the University of Illinois community are responsible for preserving the confidentiality and security of the information available through FASNET. This includes proper storage, access control and disposal of private and confidential data that are presented in the form of printed reports, magnetic tape, thumb drives/usb removal media, files downloaded to a personal computer or any other output media. Users are also responsible for ensuring that data are used for, and in the conduct of, University business; and reporting known or suspected security violations to the Director of Shared Administrative Services and the Executive Director of Facilities & Services.

**Confidentiality** is the special status given to sensitive data owned by the University of Illinois to minimize potential invasion of privacy. Such data are considered private and not open to, intended for, or controlled by the public. Federal and State laws, as well as University policy, govern the determination of the level of confidentiality and privacy.

**Security** is the protection of information against unauthorized disclosure, transfer, modification, or destruction, whether accidental or intentional.

- **Facilities & Services System Services** is responsible for the integrity of the systems, and for providing users with the necessary technology to access and control data and conduct business.
- **The Director of Shared Administrative Services/Executive Director of Facilities & Services** (or his/her designee) is responsible for authorizing access to data, interpreting pertinent laws and University policies that determine the levels of confidentiality and security required for data, and reviewing security violations for appropriate action.

#### **Why is this so important?**

**FASNET is the core of Facilities & Services information resource and is considered a valuable asset.** Violation of these policies may constitute a major misuse of University resources. Employees who knowingly abuse their access privileges may be subject to disciplinary sanctions in accordance with University policy. Serious violation could result in dismissal or discharge.

#### **Who monitors proper use and authorization?**

The **Request for Access to Facilities & Services Networked Information** contains an agreement that is signed by the user. For Facilities & Services employees and other authorized users, the agreement is kept by the Facilities & Services Security Officer.