

FACILITIES DATA SECURITY AGREEMENT

GUIDELINES FOR ACCESS AND USE

University of North Texas Facilities Data includes UNT Campuses maps, building floor plans, photographic images, building and room inventory, buildings digitally archived information as well as details on construction and maintenance projects. Access to Facilities Data is intended for individual use as a tool to assist UNT staff having responsibilities for facilities management/maintenance. All requests for electronic access or paper copies of Facilities Data should be routed through the Facilities Management and Construction Office. Please read the following guidelines for clarification on access and use of Facilities Data. Sign, date and return this agreement to Krystyna Bojanowski, Facilities Management and Construction Office, either by campus mail to UNT Facilities, 1155 Union Circle # 311040, Denton, Texas 76203-5017 or by fax # 940-565-4650.

Limited Access Facilities Data

Definition: refers to those elements of the institutional database which, because of legal, ethical, or other externally-imposed constraints, may not be accessed without specific authorization or to which only selective access may be granted. This information is not to be shared with anyone who has not been granted access to view this information.

1. All data concerning all areas on the campuses to which physical access is already restricted shall be considered Limited Access Facilities Data. Examples include: sensitive research areas (such as at Discovery Park), sensitive, valuable or rare collections (such as collections at Willis Library), computer server rooms, telecommunication rooms, power plants, mechanical rooms, utility tunnel systems, pharmacies, chemical and hazardous waste storages.
2. All data concerning offices and residential space for UNT President, Vice Presidents, and Chancellors.
3. All data concerning information for building and campus infrastructure (such as buildings and campuses mechanical, electrical, HVAC, plumbing, etc. systems).
4. As-built (record drawings and digitally archived buildings inventory) for all projects.
5. Project status, contract and cost information for any project completed by outside contractors.

UNT Internal Access Facilities Data

Definition: refers to those elements of the institutional database that may be accessed by all eligible employees of the University, without restrictions, for the conduct of UNT business.

1. Floor plans and space inventory (including floor plans linked with the database, which provide more detailed information than unlinked floor plans) but excluding Limited Access Facilities Data. Floor plans to include the following graphic information: walls, windows, doors, columns, stairwells, elevator shafts, room numbers. Information given on request.
2. GIS information for UNT campuses (including maps linked to facility database with more detailed information than in public maps, but excluding Limited Access Data).
3. Project progress information including cost for projects completed by University forces.

Public Access Facilities Data

Definition: refers to those elements of the institutional database which are available to the general public.

1. Campus plans and maps including buildings footprint, name and number but without items restricted to the UNT Internal Facilities Data or Limited Access Facilities Data.

I have read, understand and agree to the above guidelines for access and use of UNT Facilities Data.

(Signature)

(Date)

(Name-printed)

(Department)

(Empid)

07/30/2009