

Kaleida Health Access Request Security Policy

Name _____
(please print clearly)

Last 3 Digits of S.S. Number ____ _

1. Information Security

It is the policy of KALEIDA Health to protect its information assets and to allow the use, access and disclosure of such information only in accordance with its interests and applicable laws and regulations. It is Kaleida Health's legal and ethical obligation to protect the confidentiality of patient information. The purpose of this document is to establish the user's responsibility for safeguarding its computer hardware, software and information assets in whatever physical form, such as printed, audio video and electronic. Information assets may be defined as any information within Kaleida Health's purview, including information, which it may not own but which is governed by laws and regulations to which it can be held accountable.

Access to any of Kaleida Health's systems is granted on a need-to-know basis. To accomplish this a user may be issued specific and confidential computer system ID's and/or passwords. These access identification codes may not be shared, disclosed or utilized by any other individual, inside or outside of Kaleida Health, including staff or people claiming to be staff of the Information System and Technology Division.

All printed information, as well as data storage media, including, but not limited to, microfiche, optical and magnetic storage media, is considered the property of Kaleida Health and is considered confidential matter. As such, this information shall not be shared, distributed, or stored in a careless manner.

The use of a computer or computer services without the permission of, or in excess of the permission of the owner or lessor, is prohibited by the Penal Law of the State of New York. The use of the Kaleida Health's network and/or computer systems for non-business purposes, or for personal gain, is prohibited. Use of technology can and will be monitored, thus limiting the potential for abuse.

2. Intellectual Property Infringement

Copyright, trademark and patent infringement is strictly prohibited. The federal Copyright Act extends to much of what is transmitted over computer networks, such as text, pictures, music and software. Since copyright infringement is a strict liability crime, intent to infringe is not required.

Kaleida Health has purchased the right to use software on personal computers that is protected by federal copyright laws. At no time may this software be copied for use on a personal computer other than the one for which it was originally intended. Additionally, parts of MS-Office Professional and other "suites" can not be split across multiple PC's.

Only software purchased or authorized by Kaleida Health may be used on its computers. Software brought in from outside or downloaded from the Internet, may not be used without approval from the Information Systems and Technology Division, due to licensing issues, the potential exposure to computer viruses and the potential impact on the computer network. Kaleida Health has the right to monitor for compliance at any time and without prior notification.

3. Internet Usage

The Internet is an international network of networks that connects businesses, government agencies, universities and individuals. It is considered a public network that poses additional risks to confidential information if proper precautions are not taken. For example, patient information transmitted via e-mail may be intercepted and disclosed without the knowledge of either the sender or receiver. For this reason it is imperative that all confidential information sent over the Internet be encrypted. As such the Internet can be an important professional tool. The Kaleida Health, therefore, encourages its use in the practice of medicine, patient care, medical research and for other uses in support of the its business. Use of the Internet service for other than business purposes is strictly prohibited.

Internet communications that are not authorized to represent the organization's opinions should convey this fact within the body of the communication. Such language should convey the fact the user's opinions are not to be attributed to the organization.

While recognizing that the Internet contains hundreds of thousands of sites with potentially useful information, it's also obvious that it contains thousands of sites containing material, which is offensive, obscene or illegal. Games, entertainment programs and pornographic material are not to be downloaded from the network. Kaleida Health has the ability and right to monitor Internet traffic at any time and without prior notification.

4. Electronic Mail

The Electronic mail system is the property of Kaleida Health and as such may be subject to disclosure for both business and legal purposes. It is to be used only for purposes directly related to the business. All messages composed, sent or received on this system are and remain the property of the organization. Kaleida Health prohibits it to be used in a manner that would be disruptive to the operation or offensive to others. Any employee who receives sexually explicit or personally offensive materials electronically should report this to their supervisor and the Information Systems and Technology Division immediately. The use of electronic mail for transmission of information disparaging to others, for promotion of political causes or for personal gain is prohibited. Kaleida Health has the ability and right to monitor electronic mail at any time and without prior notification.

5. Electronic Signature

Electronic Signatures are allowed for individuals with appropriate security levels in specific systems and/or application modules. For legal and medical reasons, the user of these systems must adhere to the security criteria setup to support and maintain the authentication of the electronic signature. The user must agree in writing to the fact that the "Electronic Signature" may be used instead of the traditional hand signature and must not be shared with anyone else.

Breaches of information security, intellectual property, Internet usage, electronic mail and electronic signatures including the sharing of access codes, identifications, or passwords, or wrongful access to the Kaleida Health network or systems connected to that network, are viewed as serious violations. Employees violating this policy will be subject to disciplinary action, which may include the dismissal of employee(s) involved.

I have read and understand the policy as stated in this document.

Print Name

Date

User Signature