**Workstation Use Privacy Acknowledgement**

I understand that I have neither ownership interest nor expectation of privacy in any information accessed or created by me during my relationship with [Insert Covered Entity or Business Associate name]. [Insert Covered Entity or Business Associate name] may audit, log, access, review, and otherwise utilize information stored on or passing through its systems for many reasons, including to maintain the confidentiality, security, and availability of confidential information.

Any exceptions for personal incidental use of [Insert Covered Entity or Business Associate name] computers or communications systems must have the approval of the department director or higher-level management. Such exceptions can only be approved when such use does not:

* Consume more than a trivial amount of resources that could otherwise be used for business purposes
* Interfere with workforce member productivity
* Preempt any business activity
* Violate any restrictions noted in these or other company policies
* Engage in inappropriate behavior (e.g. written attacks, threats, harassment, acquisition and/or use of materials or information inconsistent with [Insert Covered Entity or Business Associate name] Mission, Vision and Values)
* Violate any laws or regulations governing such usage
* Potentially embarrass [Insert Covered Entity or Business Associate name] or any of its affiliates
* Require changes to firewall, proxies, or other systems or devices

|  |  |
| --- | --- |
| Signature |  |
| Print name |  |
| Date |  |  |