# **Statement of Work for <<Application/Project Name>>**

# **Use of Confidential Personnel Data**

*Confidential personnel information is protected by the North Carolina State Human Resources Act (G.S. 126). Information about the Human Resources Act and a link to the General Statute can be found here:* [*https://hr.unc.edu/employees/policies/shra-policies/ee-relations/confidentiality/*](https://hr.unc.edu/employees/policies/shra-policies/ee-relations/confidentiality/)

Submitter:

Project/Application:

Date:

Project Description

*Provide a brief description of the project.*

Project Sponsor Name and Title

*The sponsor is responsible for the project, including that the data in the system is secured, users are trained, and confidential personnel data stored in the system is accessed and used appropriately.*

Project Coordinator(s) Name and Title

Application Details/Specification

*Provide or attach detailed specifications related to system architecture, system security, other vendor security measures and any other pertinent functionality.*

Data

*Provide information on the data that will be stored in the system.*

Does this request include sensitive data fields? **Yes/No**

*Information on sensitive data fields can be found here: https://safecomputing.unc.edu/data/sensitive-information/*

Has a risk assessment been initiated or completed for this project? **Yes/No**

*Information on the risk assessment process can be found here:* [*https://safecomputing.unc.edu/data/risk-assessments/*](https://safecomputing.unc.edu/data/risk-assessments/)

Data fields to be imported into the System:

*Please provide a complete list of the data elements below or attach a separate file.*

|  |  |  |
| --- | --- | --- |
| **FIELD** | **DESCRIPTION** | **COMMENTS** |
|  |  |  |
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How will the data be provided to the vendor? How often and by whom?

Identify any new confidential personnel information that will be created and stored in the system:

|  |  |  |
| --- | --- | --- |
| **FIELD** | **DESCRIPTION** | **COMMENTS** |
|  |  |  |
|  |  |  |
|  |  |  |
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Security and Access Control

*Please describe who will be able to view, update, and/or download the data stored in the system. What access control protocols will be put in place to ensure only authorized users will have access to the data and are trained in its appropriate use? Who authorizes access to the system and how the data is used?*

Records Retention

*The UNC* [*General Records Retention and Disposition Schedule*](https://padev2.cc.unc.edu/psp/pa91dev2/EMPLOYEE/HRMS/c/SETUP_HRMS.HR_TREEBLD_RNCTL.GBL?pslnkid=HC_HRCD_TREEBLD_RNCTL_GBL&cmd=uninav&Rnode=HRMS&uninavpath=Root%7bPORTAL_ROOT_OBJECT%7d.NO_CRUMB%7bPTUN_22513710800085357%2cPORTAL_ROOT_OBJECT%7d.Tree%20Builder%20Run%20Control%7bHC_HRCD_TREEBLD_RNCTL_GBL%7dhttps://library.unc.edu/wp-content/uploads/2016/06/unc_ret_sched.pdf) *applies to all University-owned data. Please provide any additional information related to the vendor’s retention policy including how data will be disposed of at the end of the contract period.* *When the contract ends, any data created in this system must be archived according to UNC policies and according to UNC security standards.*