

Receipt of RIT Information and Information Resources

The following RIT Information and Information Resources are provided to the employee to support flexible work arrangements:

<u>RIT Information Resource</u> (e.g., Student Jane Doe's advising file)	<u>Date Received</u>	<u>Date Returned</u>

The use of RIT Information and Information Resources is subject to all applicable RIT policies including, but not limited to, D15.0 Educational Records, C8.1 Information Security Policy, and C22.0 Recording Management Policy.

In receiving the Information Resources, employee and supervisor confirm they have reviewed the Security Standard(s) applicable to each resource. RIT's Security Standards are available here:

<https://www.rit.edu/security/content/intro-policies-standards>

Specific requirements for proper handling of RIT Information are available here:

<https://www.rit.edu/security/content/information-access-protection-standard>

Employee will return all RIT Information and Information Resources to the university within five business days if the flexible work arrangement has concluded or upon request by RIT.

Employee Printed Name

Date

Employee Signature

Date

Supervisor/Manager Signature

Date