**Appendix A**

**Encryption Key Responsibility Form**

Employees must protect access to all encryption keys in their custody.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as an employee of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby agree that I:

1. Have read and understood the policies and procedures associated with key management and agree to comply with them to the best of my ability.
2. Agree to never compromise the security of the keys in my custody by divulging any information about key management practices, related security systems, passwords, or other private information associated with the university’s systems to any unauthorized persons.
3. Agree to immediately report any suspicious activity that may compromise key security, to my direct supervisor and OIT Security & Compliance.

Printed Name:

Title:

Date:

Signature: