

 <b>SOUTHEAST MISSOURI</b> <b>STATE UNIVERSITY · 1873</b>	<b>BUSINESS  POLICY  AND  PROCEDURE  MANUAL</b>	Date Issued:	Revision Date:	Page:
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		Section:		
		INFORMATION TECHNOLOGY		
		Subject:		
		EMERGENCY ACCESS TO ACCOUNTS AND INFORMATION		

GENERAL STATEMENT OF POLICY

The computing resources at Southeast Missouri State University support the educational, instructional, research, and administrative activities of the University. While efforts are made to ensure reasonable expectations of privacy for Southeast computer users, legitimate reasons will arise that require access to information held on Southeast workstations and servers as well as applications or cloud services employed by the University. These exceptions shall be based on legal action (such as a court order), involve the health and/or safety of an individual or group, or be prompted by urgent University business needs.

1. Should an individual user be unavailable or unable to provide permission to access the required information, and if circumstances supersede the right to privacy, University access without the owner's permission shall be provided with the approval of an authorized University official as described in the Emergency Access to Accounts and Information procedures.

The Vice President for Finance and Administration shall be responsible for issuing and maintaining operating procedures to implement this policy.