

Employer Information Circular

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Secure Employer Web Site Administration & Security

The security of our member data is of paramount concern to CalSTRS. The Secure Employer Web site (SEW) provides additional security, but the successful protection of personal information also requires diligence on the part of both CalSTRS and employers.

It is critical that the established practices are followed, including:

- Registration of all SEW employer users
- Termination of SEW access when registered users are no longer performing functions requiring SEW
- Never sharing SEW user ids and passwords. The terms and conditions in the *CalSTRS Information Security, Confidentiality and Non-Disclosure Agreement for Non-State Employees*, signed by registered SEW Employer users, explicitly restrict such activity.

Instructions on the registration process can be found in the User Guide on SEW and a link to the forms is available on the SEW home page.

To inactivate an employer user, the employer must complete form OL1133.1 (the same form used to request SEW access) and indicate "Delete User" in section A. The form must then be faxed to the CalSTRS Service Desk at 916-229-4905, and the original mailed to the CalSTRS P.O. Box listed on the form.

SEW Employer Administrators are responsible for activating and maintaining SEW permissions for their users. These permissions allow or restrict certain actions and visibility to the Web site. It is the responsibility of the employer to ensure these permissions are appropriate and not misused.

The following is excerpted from the *CalSTRS Information Security, Confidentiality and Non-disclosure Agreement for Non-State Employees*: "I understand that unauthorized use or disclosure of CalSTRS confidential information is against CalSTRS policy and California State and federal law. I understand that I may be subject to disciplinary action and termination of personal, company, district, and/or county office access to CalSTRS information for engaging in any acts prohibited by this agreement or any amendment during the time of my employment contract." Note that this includes sharing of User IDs and passwords.