

Employer Information Circular

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Secure Employer Web Site Third-Party Vendor Access

Security of our members' data is of paramount concern to CalSTRS. The Secure Employer Web site (SEW) not only improves employer reporting processes but also ensures confidentiality of member data through encryption, authentication and secure communication tools.

CalSTRS is now allowing third-party vendor access to SEW. To continue to ensure the highest security of member data, it is critical that the established practices are followed for third-party vendors, including:

- Registration of all third-party vendor staff using SEW
- Submission of security forms and ***SEW Employer Administrator*** authorization
- Termination of SEW access when registered users are no longer performing functions requiring SEW
- Never disclosing 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 Manual on SEW and a link to the forms is available on the SEW home page. The process to inactivate users is also outlined in the User Manual.

SEW Employer Administrators are responsible for establishing 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 for third-party vendors and are 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 disclosure of User IDs and passwords.

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Authority: Education Code Section 22306, Civil Code 1798.80 and Sections 4840-4887.7 of the State Administrative Manual.

If you have questions or experience difficulty in registering or inactivating third-party vendor users, or if you wish clarification on the user permissions available within SEW, contact your SEW Employer Administrator. If your SEW Employer Administrator is not available, contact us at EmployerHelp@CalSTRS.com.