

## Confidentiality and Security Agreement

As an employee, volunteer, or an individual filling a courtesy appointment at Florida A&M University (FAMU), I provide essential and valuable services. While providing these services, I understand that I may be given or have access to personal, privileged or confidential information regarding employees, vendors, customers, students, parents and/or patients of the University. This information may be on paper, contained in software, visible on screen displays, in computer readable form, disclosed orally or otherwise. Such information requires confidentiality and a commitment of protection and privacy. Described below are examples of the types of confidential information that you may encounter.

**Confidential Information includes but is not limited to:**

- a) Any information from student records, personnel records, or other types of files or documents (e.g., name address, social security number, student or employee I.D. numbers, tax information). Under no circumstances shall social security numbers or benefits information, including the identity of dependents, be released;
- b) The contents of discussions and conversations by departmental personnel concerning privileged, personal or confidential cases (including disciplinary and other similar matters);
- c) Any personal information stored in departmental computers, including computer programs and/or systems information and passwords;
- d) Financial information including charges, payment histories, purchases and debts;
- e) Information related to University operations, methods, intellectual property, strategies and techniques and their effectiveness; or
- f) Copies of any of the above listed information or documents without an appropriate request from a University official or a written release from a member of the faculty, a student, or a staff member.

I understand that from time to time, the University may revise the description of Confidential Information and that I may obtain clarification as to what is Confidential Information.

I will receive and hold all personal and privileged information as highly confidential, and hereby affirm that I will not (i) seek personal benefit from information that has been acquired and only use the information for my work in the University; (ii) copy, destroy, or manipulate any of it except as necessary to such permitted use; (iii) remove, publish, disclose or provide access to any of it (including to a student's parents unless written permission is received) except for limited disclosure and access to other University employees who need to know for the same permitted use or as otherwise directed by University; and/or (iv) cause or assist another person to violate these principles. Upon the termination of my employment, or earlier as instructed by University, I will return to the University all copies (original and duplicate) of all materials in whatever form containing Confidential Information.

I understand that in compliance with the guidelines incorporated from the Family Educational Rights and Privacy (FERPA), Florida Statutes, and the Florida A&M University regulations, policies and procedures, I must take every precaution to protect the security and integrity of Confidential Information, including, but not limited to, taking basic steps to maintain the security such as:

- Locking rooms and file cabinets where paper records or other backup media are kept;
- Using password activated screensavers and using strong passwords (at least eight alphanumeric characters);
- Changing passwords periodically and not posting passwords near my computer or sharing passwords with others;
- Password protect confidential files in any format sent by email or through the internet;
- Verifying telephone fax numbers prior to transmitting secure data;
- Referring calls or other requests for customer information to designated individuals; or
- Recognizing any fraudulent attempt to obtain information and reporting it to a supervisor and appropriate law enforcement agencies.

I understand and agree that any violation by me of the foregoing may result in disciplinary action consistent with applicable personnel, regulations and policies and applicable collective bargaining agreements, including termination of my employment. Violations can also lead to action under Florida Statutes pertaining to theft, alteration of public records or other applicable sections.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Name (Print): \_\_\_\_\_

Department: \_\_\_\_\_