



Data Confidentiality Agreement Staff

As stated in the Roanoke College Staff Handbook, access to computer systems and networks owned or operated by Roanoke College imposes certain responsibilities and obligations on the user and is granted subject to College policies and local, state, and federal laws. Appropriate use always is ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.

Users of the College's data and information are required to abide by all applicable federal and state guidelines including but not limited to the Family Education Rights and Privacy Act (FERPA), Gramm Leach Bliley (GLB), and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

Recognizing the need to maintain individual and institutional rights to privacy and confidentiality and realizing that, as an agent of Roanoke College, my assigned responsibilities necessitate the handling of sensitive information about employees, students, and alumni, I hereby agree to observe the strictest standards of confidentiality in the use of this information.

I also understand that the Roanoke College computer network is the source of College information and agree –

- 1) to exercise confidentiality in the handling of institutional information stored on any media;
- 2) not to enter, change, delete or add data to any information system or files outside of the scope of my job responsibilities;
- 3) not to include or cause to be included in any record or report, a false, inaccurate or misleading entry;
- 4) not to alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry;
- 5) not to disclose my login ID (userid) or password to anyone but authorized Information Technology staff;
- 6) not to use another person's login ID (userid) or password at any time except by authorized Information Technology staff;
- 7) not to allow anyone else, even other authorized users, use of a PC while it is logged on to Roanoke College network under my login ID (userid);
- 8) to not seek personal benefit or permit others to benefit personally from any data that has come to me throughout my work assignments;
- 9) not to allow casual onlookers to view privileged information;
- 10) not to participate in unauthorized disclosure of any data or password;
- 11) to print records only when necessary;
- 12) to report any attempted or successful violation of institutional or personal security or privacy policies to the Chief Information Officer;
- 13) not to establish separate databases if the fields for that data already exist within the Colleague administrative system; if the need for a separate database arises, the issue will be discussed with and authorized by the Chief Information Officer;
- 14) to submit updates of data to the appropriate office upon request;
- 15) not to attempt to circumvent or subvert system security measures;
- 16) not to engage in any other activity that does not comply with the general principles presented above.

In addition to the above, I agree to properly secure and dispose of any outputs or files I create in a manner that fully protects the confidentiality of records.

I understand that Roanoke College reserves the right to periodically audit my use of Roanoke College systems and to revoke my password if I am not adhering to all applicable policies. I further understand that any unwarranted and deliberate violations of the terms of this agreement may subject me to possible disciplinary action, including termination and/or legal action.

Signature

Date

Name (Please Print)

Colleague 7 Digit ID

Department