

Stetson University

Confidentiality and Privacy Statement and Agreement

I understand that by virtue of my employment, work study duties, volunteer work, or internship at Stetson University, I may have access or become exposed to personnel and/or student records, material or data which may contain highly confidential information. This confidential access may include, but is not limited to: social security numbers, dates of birth, addresses, telephone numbers, confidential files, legal correspondence, grades, exams, health or personal issues, as well as conversations, electronic files/emails, and recordings of a confidential nature.

I understand that it is against University policy for me to discuss or disclose this information to anyone except authorized University personnel who have a specific need relating to the University's business. In addition, I acknowledge and agree that Stetson University will retain ownership and control of all confidential records and data.

In regards to any student data or PII (Personally Identifiable Information), I acknowledge that I must abide by the guidelines and laws governed by FERPA.

I furthermore understand that if I am asked to divulge confidential information, or am not sure whether or not to release information, I will consult with my supervisor, manager or Dean to obtain permission before releasing such information, and shall not release confidential information or data to anyone until I know it is authorized. In regards to any student data or PII, I understand that I must abide by the guidelines and laws governed by FERPA which can be found on the University Intranet website under "FERPA".

I understand that if I violate these standards of confidentiality, or this Confidentiality & Privacy Statement, I may be subject to immediate dismissal from my position or services and may also be violating certain applicable federal and state laws, such as FERPA or the Privacy Act, which could result in a liability exposure or other detrimental consequences.

The University has precautionary protocol and monitoring systems in place in regards to data breaches or unlawful sharing of data or confidential information, and I understand that performing, implementing or taking part in any type of data breach or unauthorized or unlawful sharing of University data or information is considered a cyber-crime, and the University shall pursue prosecution of such crimes to the full extent of the law.

I furthermore understand that this confidentiality agreement will continue to be in effect after my employment or affiliation with the University has ended.

My signature below indicates my understanding and agreement to the statements made in this Confidentiality and Privacy Statement.

Name (printed)

Department

Signature

Date