



Confidentiality Agreement

Employees at the State University of New York College at Old Westbury (SUNY Old Westbury) by nature of their positions will gain access to private, personal information about students, faculty, staff, alumni, and other constituents of the College; as well as financial data. Employees are obliged to maintain the confidentiality of any such private, personal information and financial data that is encountered.

Any employee with authorized access to SUNY Old Westbury's computer resources, information systems, records or files is given access to use the institution's data or files solely for the business of the institution.

As an employee of SUNY Old Westbury, I agree to abide by the following guidelines:

1. I will not exhibit or divulge the contents of any record, file or information to any unauthorized person.
2. I will not access, use, copy or otherwise disseminate information or data that is not relevant and necessary to perform my specific job-related duties.
3. I will not share my user ID and/or password with anyone, including (but not limited to) support staff.
4. I will not use any confidential information for personal or commercial purposes, or remove confidential information from College facilities except as specifically authorized to do so.
5. I will not communicate any SUNY Old Westbury student or employee's personal identifying information to the general public.
6. I will report any unauthorized access of confidential data immediately to my supervisor and to the Chief Information Officer.
7. I understand that I am not permitted to store sensitive information (e.g. social security numbers, credit card numbers, motorist/non-driver IDs, bank account numbers, etc.) on individual staff computers or portable media drives, such as external hard drives, USB thumb drives, CDs, DVDs, tapes, etc. without express authorization from the Chief Information Officer.
8. I understand that if I am uncertain about what constitutes legitimate use or release of information I should always err on the side of confidentiality and refer my questions about the appropriateness of a request for personal information from College systems or records to my supervisor before releasing the information.
9. I understand and acknowledge that improper or inappropriate use of any data (personal or financial) in the College's or New York State's information systems is a violation of College/New York State policy, and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I understand that by virtue of my employment at SUNY Old Westbury, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I acknowledge that I fully understand the terms of agreement as listed above, and that the misuse or violation of this information to any unauthorized person, are subject to disciplinary action, including but not limited to, criminal and/or civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates SUNY Old Westbury's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I have read the above and agree to comply with SUNY Old Westbury's Confidentiality Agreement.

Printed Employee Name

Employee Signature

Date

Department

Extension