

Dakota Wesleyan University Work-Study Program Confidentiality Agreement

Purpose: Dakota Wesleyan University employees have varying levels of access to a range of confidential information. Confidentiality is an essential element of the effective functioning of the University; it is necessary that all employees comply with this agreement.

Agreement Requirements:

- 1) I will not use confidential information for my own benefit or for the benefit of others except where the delivery of such information is within the scope of my official job duties.
- 2) I will not divulge or communicate confidential information to any unauthorized person either during or after my employment with the University.
- 3) I will not attempt or assist others to attempt (successful or not) to intercept data, gain access to data in transmission, or attempt entry in any systems or files except to the extent necessary to fulfill my employment duties. I will not attempt or assist others to attempt to circumvent or otherwise compromise or bypass any security mechanisms employed by the University. I will not attempt to exceed my authorized level of privileges granted on employer resources.
- 4) I will not acquire, use, copy or transfer confidential information except to the extent necessary to fulfill my employment duties.
- 5) Confidential information will not be discussed in public or semi-public areas such as hallways, reception areas, commons area, and restaurants. In addition, as a University employee I will take reasonable measures to maintain confidentiality of information or data in my possession in the form of hard drive or removable media storage devices.
- 6) I will take reasonable precautions to ensure and maintain the confidentiality of information transmitted to other parties, such as when using computers, electronic mail or messaging, facsimile machines, telephones and telephone voice messaging, and other electronic or computer technology.
- 7) I understand the application of the unique log on and password issued to me is the equivalent of my signature. Any activities attributed to my user logon and associated privileges are my responsibility as an employee.
- 8) I understand that my right to access educational records is limited to those records in which I have a legitimate educational interest in order to carry out my responsibilities as an employee of Dakota Wesleyan University.

I hereby acknowledge that I have read and understand the Confidentiality Agreement. Any unauthorized disclosure of confidential information is a violation of this agreement and may result in disciplinary action, termination of employment, civil, and/or criminal penalties.

Student Signature

Date

Printed Name

**Applicable Federal Laws:
Health Information Privacy Act, Children's Internet Protection Act, Child Online Protection Act, Family Educational Rights and Privacy Act**