

## Southern Connecticut State University Employee Confidentiality Policy Statement

As An employee of Southern Connecticut State University you have access to all employer databases, including but not limited to Banner and PeopleSoft. Please be aware that this access is granted solely for the purpose that you may perform legitimate, authorized, assigned responsibilities required for the proper operation of SCSU. No employee of SCSU shall use or distribute State information for other than State business purposes.

Federal and State laws protect the data to which you have access and that it must be treated with complete confidentiality. You must ensure that such confidential information is shared only with other authorized users. Examples of such confidential data or materials include but are not limited to: written or verbal reports or computer terminal displays containing employee, student, vendor or donor personal data such as education, financial, medical, employment or business history, family or personal relationships, reputation or character which because of name, identifying numbers, mark or description can be readily associated with a particular person.

You may access and/or modify only the data for which you have been given full authorization and for which you have a legitimate purpose in performing your assigned responsibilities. You should further understand that you may not share your account or password with anyone else to gain access to confidential information.

You are not permitted to modify your own records and all your activities are subject to being audited. If you do modify your own records, you will be subject to disciplinary action, up to and including termination of employment, criminal prosecution and/or civil action.

If you attend or have attended classes in the Connecticut State University System, you will not be permitted to work with your own student records and all your activities are subject to being audited. You should further understand that if you do work with your own student records, you will be subject to disciplinary action, up to and including termination of employment, criminal prosecution and/or civil action, as well as being subject to academic disciplinary actions up to and including dismissal.

You are expected to take all steps reasonably necessary to safeguard the confidential information entrusted to you and to prevent it from falling into the possession of unauthorized persons.

**Any unauthorized or illegitimate use of the PeopleSoft system, databases or data may result in disciplinary action up to and including termination of employment, criminal prosecution and/or civil action.**

I have read and understand the content of this document.

Employee Name: \_\_\_\_\_

Employee Title: \_\_\_\_\_

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

Cc: Employee Personnel File