

# Southern Connecticut State University

## Student Employee Confidentiality Policy Statement

As an employee of Southern Connecticut State University you may have access to employer databases, including but not limited to Banner, PeopleSoft (Core-CT). 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.

I understand by the virtue of my employment with Southern Connecticut State University (SCSU), 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 of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates SCSU's policy and could constitute just cause for University sanctions, disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

The following are examples of personally identifiable information: ID numbers, financial transaction information (i.e., student bills and Hoot Loot Card transactions), enrollment information, and transcripts (i.e., grades)

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 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, banner databases or data may result in 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: \_\_\_\_\_