

SAMFORD UNIVERSITY
CONFIDENTIALITY-SECURITY AGREEMENT
Handout #HR 101

As an employee of Samford University, I agree to adhere to policies and procedures established from time to time related to information security and confidentiality. I understand my responsibility of trust and agree to perform my job utilizing the security procedures of the University. Federal law (FERPA, Red Flag Rules, etc.) requires that access to, viewing of, and use of information relative to students, vendors and employees be strictly limited to persons having a legitimate "need to know" and such information must be used solely for that specific purpose. Further, various laws and regulatory agencies require specific policies, processes and controls related to government issued identification data and payment instruments. The University and the employee may be held accountable for any violations. I further understand that my level of computer use and authorization, if any, will be assigned in accordance with my authorized function and may include the ability to access and/or display data.

The Family Educational Rights and Privacy Act ("FERPA") is a federal law that limits the disclosure of student educational records without the student's consent. FERPA defines "educational records" as records that are personally identifiable to the student that are maintained by the University. FERPA requires that education records be kept confidential. Any disclosure of information from a student's educational record, other than to an institutional official with a legitimate educational interest, requires the student's consent (with limited exceptions). Please note that FERPA excludes from the definition of educational records student directory information (i.e. name, address, telephone number, dates of attendance, enrollment status). Directory information may be disclosed without student consent so long as the student has not placed a hold on the release of that information.

1. Information accessed through University computers and systems contains sensitive and/or confidential data. I agree to maintain the privacy and confidentiality of the information and data that I obtain. Responsibility for determining the release or sharing of data is assigned to specific individuals in each office. Use of information is based on a legitimate "need to know" and is directly related to assigned or approved duties within the University. "Confidential Data" is student educational records, health records, personnel records, financial information, social security and credit card numbers, University business records, any non-public information that may be in the possession of the University, and any information otherwise known to be private in accordance with privacy laws.
2. University computers will be used for authorized purposes only. I understand that I am responsible for the security of Confidential Data I view or retrieve and, ultimately, for any documents produced, distributed, published or otherwise communicated.
3. I will report to my supervisor or Samford University Chief Information Officer (hereinafter "CIO") any security violation as soon as I become aware of it.
4. I will take precautions consistent with University policies, procedures and best practices to safeguard all confidential information or software in my possession. I will not copy licensed software or use it, except in accordance with established procedures or agreements, nor will I assist others to do so. When in doubt, I will confer with my supervisor or the CIO.
5. Regarding the reproduction, destruction or modification of Confidential Data, I will be sure to have researched and to follow all established procedures governing these responsibilities before taking any action. When in doubt, I will confer with my supervisor or the CIO.
6. I understand that, if granted ability to display and/or access Confidential Data, I am to restrict my retrieval and other computing activities only to Confidential Data I have been specifically permitted to use relative to my assigned duties and will use only those functions and utilities on which I have been authorized and trained. This paragraph pertains to use of application software screens, as well.
7. I understand that, regarding government issued identification data, including Social Security Number (SSN), I will not record, save, store or use any government issued identifier in the scope of my job unless I have been specifically authorized to do so, in writing, by the Director of Human Resources. I understand that, regarding Payment Instrument Processing (taking funds on behalf of the University), I will not request, record, save, store, use or process any financial instrument information (examples include credit or debit card data, checking account data, or other financial instruments) in the scope of my job unless I have been specifically authorized to do so, in writing, by the Controller.
8. I understand that the combination of my Samford User Name and password are for my exclusive use, are not mine to divulge, and are not to be shared with or delegated to others, and that I am responsible for their security. The User Name and password are the property of Samford University and are not mine to divulge, even if I leave the institution. My password should never be shared under any circumstances.
9. I will log off my sessions that access Confidential Data when not attended. I will keep screens out of view of those not authorized. I will lock or turn off my computer when unattended.
10. I will take all precautions to keep any equipment assigned to me under proper control and inaccessible to users not specifically authorized in accordance with University policy and procedures.
11. Computer privileges are subject to periodic review and adjustment.

I understand that the level of computer use for which I am authorized will be specified under separate agreements.

Failure to abide by this agreement may result in my computer privileges being discontinued and the possibility of termination of employment or contract with Samford University.

Name (first, middle, last)
Revised: 05/21/12

Signature

Date

SUID _____