



# Alfred University Confidentiality Agreement

We ask that all University employees and Student Workers who have access to sensitive information sign a Confidentiality Agreement. Employees and those working on behalf of the university who sign this document agree to keep private information confidential and that they are responsible for the data they input or retrieve from any University information system.

All information in the BANNER system is treated as confidential.

Students can add additional privacy emphasis to their data by requesting that their records be formally marked as *CONFIDENTIAL*. When coded on a student's record it means that their name or any indication that they are or were a student is not to be divulged by any means. Student confidentiality forms are available in the Student Service Center in Seidlin. When this form is processed, a BANNER user who accesses a student's personal data will be notified that the information is *CONFIDENTIAL* before actually displaying the data. This confidentiality indicator doesn't prevent anyone from seeing the record; it simply underscores a student's desire to keep the information private.

## STATEMENT OF CONFIDENTIALITY ON UNIVERSITY RECORDS

All employees of Alfred University, (administrative, academic, staff, and student workers) are required to abide by the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and other laws governing review and release of confidential and/or personal records.

Inappropriate use of confidential and/or personal records, whether online, written, printed, taped, or filmed, is a violation of the law and could result in civil and/or criminal prosecution. Under no circumstances should a University employee intentionally or unintentionally divulge confidential and/or personal information about any other University employee or student to anyone who has not been authorized to receive such information by the appropriate University administrator charged with maintaining the data being requested.

Access to one or more of the University's Banner Systems will be granted to those University employees who have received approval from their supervisors and the University administrator charged with maintaining the data being requested.

University employees who have been granted access to any of the University's Banner Systems must accept the responsibility of working with confidential and/or personal records and comply with the rules governing the use of these records. The following rules apply to all University employees with access to any of the Banner Systems:

1. Every University employee will use only his/her logons and passwords. Logons and passwords are to be kept confidential and should not be shared or given to anyone, including supervisors, co-workers, student employees, or friends. It is the responsibility of each University employee to change logons and passwords on a regular basis or whenever he/she feels someone else (supervisors, co-workers, student workers, friends, or others) may have obtained access.
2. Each University employee is held responsible for any data that is input with his/her logon or password while using the University's Banner Systems. Only authorized input for adding or modifying data is allowed.
3. Each University employee is held responsible for any data retrieved while using the University's Banner Systems. Only authorized data may be retrieved. Confidential and/or personal records must not be left in view of others who have not been authorized to receive such information by their University position or by their University supervisor. See Policy on Mgt. of Sensitive PII on ITS policy page.
4. All University employees are expected to comply with the University's Responsible Use of Computing Resources Policy
5. Supervisors of Student Workers will **not** give out Banner passwords to students but will log them onto system when needed.

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## CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ (printed name of employee), hereby agree to preserve the confidentiality of any and all records that I view or have access to during and after the course of my employment with Alfred University \_\_\_\_\_ (Office or Department Name). I understand that records may be confidential by virtue of the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g) and other laws. Under these privacy laws, I may not disclose information about either AU employees or AU students, unless I am certain that a provision of the law allows disclosure in particular circumstances.

If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with my supervisor (who in turn may consult with University legal counsel) before disclosing any student or employee information.

This agreement is given in consideration of my continued access to the Banner system in \_\_\_\_\_ (Office or Department Name). The terms of this agreement remain in effect during and after my employment with Alfred University.

**SIGNED:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

→ *Please sign and give a copy to your supervisor along with the Banner Access Request Form*