

Confidentiality Acknowledgement Statement

Security and confidentiality of University data records are matters of concern for all staff who have access to hard copy records or computerized databases. The databases are a repository of information stored in the central computer system of the university and are maintained by the officers of primary responsibility.

Student educational records are subject to privacy protections under the Family Educational Rights and Privacy Act (FERPA) [see: <http://www.aamu.edu/registrar> for more information regarding FERPA]. Each person working with AAMU administrative computer systems' holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. A person's conduct, either on or off the job, may threaten the security and confidentiality of the files, and any employee or person with authorized access to the system is expected not to make or permit unauthorized use of any information in the files.

Employees (students, faculty or staff) with access to AAMU data (student records, financial records, human resources, etc.) are required to:

- Not share or permit others to have access to your password. Report immediately to ITS Security if you think your password has been breached.
- Secure and lock your computer when you step away from your desk.
- Not seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- Not exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment.
- Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not remove any official record or report (or copy) except in the performance of regular duties or in cases with prior approval.
- Not operate or request others to operate any university computer equipment for personal business.
- Not aid, abet, or act in conspiracy with any other person to violate any part of this code.
- Not process any application or perform any transaction related to an employee's record or that of a relative unless authorized in advance by a director.
- Immediately report any violation of this code to a supervisor.
- Secure and protect assigned IDs and passwords.
- Adhere to the AAMU Data Standards when entering data into the University Banner system.

I understand that my access to University data and information is for the sole purpose of carrying out my job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy, may result in sanctions, civil or criminal prosecution and penalties, loss of employment and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges. I understand that misuse of university data and information and any violation of this policy or the FERPA policy are grounds for disciplinary action, up to and including, dismissal.

I have read this Code of Responsibility and agree to comply with all its conditions and stipulations.

PRINT Name	User_ID (e-Mail)
Signature X	Date

NOTE: Signature must be original, no stamps or "signed for."