

St. Lawrence University
Employee Confidentiality Agreement

St. Lawrence University employees frequently work with information that is considered confidential and must take steps to ensure that the privacy of this information is maintained. Federal regulations such as FERPA (Family Educational Rights and Privacy Act) and the FTC (Federal Trade Commission) Rules on Safeguarding Customer Information describe specific types of confidential information that the university is required to protect and provides guidelines and recommendations for doing so.

Some of the information specifically protected by these regulations include academic grades, social security numbers, credit card numbers, personal income and credit information. University employees may have access to other types of information which is considered confidential and should confirm with their supervisors if they have questions regarding what other information may be considered confidential.

Confidential information should only be communicated to other individuals or organizations if there is an official reason for doing so. Employees should strive to ensure that confidential information is accessed, viewed, and used by only those who have a “need to know”. This requires careful consideration of requests for information, storage of information, and access to computer files. For example, employees should ensure that files (paper or electronic) containing such information are securely stored and can not be easily accessed by individuals who do not “need to know” the information. Employees should report any inappropriate requests for such information to their supervisor.

Employees with access to the University’s information systems are also required to abide by the Acceptable Use Policy of St. Lawrence University (on the Web at <http://infotech.stlawu.edu/node/67>). All employees are encouraged to read more about the University’s Information Security Program at <http://www.stlawu.edu/policies>.

I acknowledge that I have read the information above and understand my responsibility to respect and maintain the confidentiality of all records and information to which I have access. I further understand that the violation of these requirements will not be tolerated and may lead to disciplinary action.

Employee Name:_____

Employee Department:_____

Employee Signature_____ Date:_____