

# Confidentiality Agreement

## DOCUMENT INFORMATION

<b>Document Title</b>	Confidentiality Agreement															
<b>Document Type</b>	<input type="checkbox"/> Bylaws <input type="checkbox"/> Policy Document <input type="checkbox"/> Procedures <input type="checkbox"/> Guidelines <input checked="" type="checkbox"/> Form															
<b>Office/Unit</b>	Information Technology Services															
<b>Document Owner</b>																
<b>Contact Information</b>	<table border="1"> <thead> <tr> <th>Office</th> <th>Name</th> <th>Phone</th> <th>Email</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				Office	Name	Phone	Email								
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<b>Approval Date</b>	June 2, 2004															
<b>Approved by</b>	President's Cabinet															
<b>Effective Date</b>	June 2, 2004															
<b>Review Date /Schedule</b>																
<b>Revision History</b>																

## DOCUMENT CONTENT

The information contained in the various databases and print files used by SUNY Fredonia is confidential in nature and is only to be used in connection with University, SUNY, and State business following the SUNY Fredonia Information Security Program and FERPA regulations. Access to the data is granted to selected offices with the understanding that the information and any reports generated from the system will be accessible only to appropriate personnel for legitimate business purposes.

As an employee of the State University of New York at Fredonia, I recognize that I may have access to or be required to handle certain information that is confidential, private, and proprietary for the performance of my duties.

I am aware that personal information not included in a public directory, such as social security number, date of birth, disability status, bank account #, or other such information may not be released to any individuals outside the office to which access has been granted without the express permission of the Director of the particular area. Failure to maintain confidentiality or misuse of the information contained in the system may subject an employee to discipline up to and including termination

As an employee of SUNY Fredonia, I hereby understand and agree to abide by the above confidentiality statement.

\_\_\_\_\_  
Printed Employee Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Signature Date

<b>FAQ's</b>											
<b>Keywords</b>											
<b>Category(s)</b>	<table border="1"><tr><td><input type="checkbox"/> Academic Affairs</td><td><input type="checkbox"/> Operational</td></tr><tr><td><input type="checkbox"/> Advancement</td><td><input type="checkbox"/> Personnel</td></tr><tr><td><input type="checkbox"/> Financial</td><td><input type="checkbox"/> School/College</td></tr><tr><td><input type="checkbox"/> Governance</td><td><input type="checkbox"/> Student Life</td></tr><tr><td><input checked="" type="checkbox"/> ITS</td><td></td></tr></table>	<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Operational	<input type="checkbox"/> Advancement	<input type="checkbox"/> Personnel	<input type="checkbox"/> Financial	<input type="checkbox"/> School/College	<input type="checkbox"/> Governance	<input type="checkbox"/> Student Life	<input checked="" type="checkbox"/> ITS	
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<b>Sub-Category(s)</b>											