



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

CONFIDENTIALITY AGREEMENT

Eastern Kentucky University employees support a variety of University functions. Employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, personal health, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Information Portability and Accountability Act (HIPAA) and the Gramm Leach-Bliley Act (GLB). With respect to these records and information, and all other confidential property, all University employees are required to read and agree to the following:

1. The employee acknowledges the confidentiality of all student, alumni, donor and employee information of Eastern Kentucky University and understands this information will not be revealed to; distributed to or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor.
2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by the employee's supervisor or other University official.
3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.
4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor and University policies and materials are considered property of Eastern Kentucky University and not for public disclosure or use.

The employee understands failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the University, and may further subject the employee to other disciplinary actions.

Student Employee Signature

Date

