



PeopleSoft Student Information Service & System Confidentiality Agreement

I understand that student, employee, and financial information from any source and in any form is confidential and is available to me solely for the performance of my official duties as a Clarkson employee or contractor. I shall protect the privacy and confidentiality of student, employee, and financial information to which I have access and shall use it solely for the performance of my official duties. I agree not to access student, employee, or financial information unless such access is required for the performance of my official duties.

FURTHERMORE:

- I agree that I will be a responsible user of data
- Data I obtain from this system will be stored under secure conditions
- I will make every reasonable effort to maintain privacy of the data
- I will make every reasonable effort to interpret the data accurately and in a professional manner.
- Prior to sharing data with others, electronically or otherwise, I will ensure that the recipient is authorized and has a need to access the data and understands their responsibilities as a user.
- I will sign off the system when not using it.
- I will not disclose my password to other individuals. I will not use another person’s password. If I have reason to believe my password, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it to a supervisor or the Data Base/Security Administrator.
- I will store/secure confidential and sensitive information, reports, etc, in an appropriate manner when not using them.
- I am responsible for protecting the security of the records and confidentiality of the information to which I have access. Specifically:
 - I will not use the information I have access to in an unauthorized manner
 - I will neither knowingly include nor cause to be included a false or misleading entry in any record.
 - I will not change or delete any entry in any record unless it is done in accordance with University policies and procedures.
 - I will not copy, reproduce, electronically print, or forward any record, except in the performance of my defined duties and in accordance with University policies and procedures.
 - I will not divulge, in any way, knowledge of any confidential information that I have learned.
- I will dispose of confidential reports in an appropriate manner when done with them.

My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement (required before a username and password are assigned).

Employee’s Name (Please Print)

Employee’s Signature

Date

Department

Employee ID Number