

Central Oregon Community College Information Confidentiality Statement

Responsibility for Security and Confidentiality of Records and Information

All college information, records and files, including those stored electronically, are property of Central Oregon Community College. Regulations and responsibility for safeguarding, recording or accessing these records are governed by policies, procedures, rules and statutes of Central Oregon Community College, State of Oregon and the United States Government.

By law (including but not limited to FERPA, HIPAA and Social Security regulations), most data is confidential and cannot be released by the College without proper authorization. Each employee is responsible for understanding the confidentiality requirements of the data to which he/she has access.

Data access is provided to support a user's official College responsibility, and shall be used only for legitimate College business. A person who has access to records may NOT:

- Review records unless there is an "educational need to know" to perform job functions.
- Reveal the content of any record or report to anyone, except in the conduct of that person's work assignments and in accordance with College policies and procedures;
- Make or allow any unauthorized use of information;
- Knowingly include any false, inaccurate or misleading entry in any report or record;
- Knowingly expunge or modify any data entry from any record, report or file except as officially authorized;
- Share individual access passwords or PIN numbers with any other person;
- Remove any official record or report, or copy thereof, from the area where it is maintained, except in the performance of official duties;
- Seek personal benefit or allow others to benefit personally from knowledge of college data.

I acknowledge that I fully understand that the intentional disclosure by me of individually identifiable information to any unauthorized person could subject me to criminal and civil penalties imposed by law.

I further acknowledge that such willful or unauthorized disclosure also violates Central Oregon Community College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I have received and understand it is my responsibility to read, understand and comply with this confidentiality agreement and the College's Family Educational Rights and Privacy Act (FERPA) policy.

Employee Name _____ **Date** _____

Employee Signature _____ **Department** _____

The confidentiality requirements of this agreement remain in effect for the duration of the employee's work relationship with Central Oregon Community College, regardless of status or job assignment and survive the employee's work relationship with the College.