



## Student Administration Confidentiality / Security Agreement

### Confidentiality of Student and Human Resource Records and Information Policy

Information contained in Student and Human Resource records for CSULB students, employees, and alumni must be maintained in a confidential manner at all times.

As an employee of an office that has access to records in the PeopleSoft Student Administration system or from any other source, you are required to maintain this information in a confidential manner. The unauthorized access to, modification, deletion, or disclosure of information in the PeopleSoft Student System may compromise the integrity of the system or otherwise violate individual rights of privacy and/or constitute a criminal act.

An employee who violates this policy may be subject to disciplinary action up to and including dismissal from employment with CSULB.

I \_\_\_\_\_ , \_\_\_\_\_  
(Print Name) (Division/Department)

as an employee of CSULB, agree to adhere to the established policy related to the security and confidentiality of human resources and student information. I understand my responsibility to maintain information in a confidential and secure manner, and agree to perform my job utilizing the security measures stated below:

1. I understand that access to confidential information via University computers or via other means is to be used for authorized purposes only. All information processed or obtained is considered to be sensitive and/or confidential. Such information is governed by federal and state laws as well as University policies. Access to information is based on the “need to know” philosophy and must be directly related to my assigned duties at the University.
2. I understand that I am responsible for the security of whatever information I retrieve or otherwise obtain. I will provide necessary safeguards to secure all confidential information.
3. Where I have responsibilities for the reproduction, destruction or modification of information, I will follow all established procedures governing these responsibilities before taking action.
4. I understand that I am to restrict my retrieval and other computing activities and access to, and/or distributions of, confidential information only to that information which I have been specifically permitted to access as related to my assigned duties and using only functions and utilities that I have been authorized and trained to use.

5. I understand that I may not use the information access privileges granted me for the purpose of performance of my job for any personal gain or purpose, or for the personal gain or purpose of family, friends or business affiliates.
6. I understand that my University account/s and password/s are issued for my exclusive use for business purposes. Assigned passwords shall not be shared with or delegated to others. I am responsible for the security and confidentiality of my passwords.
7. I will not leave my computer unattended and visible while I am logged on and capable of accessing confidential or sensitive files, and if I work in a public area I will endeavor to place my monitor so that confidential or sensitive information can not be seen by those who are not authorized to see the information. I will log off the system or lock my computer whenever I leave the computer.
8. I will not leave printed materials containing confidential information unattended or visible to individuals who are not authorized to see the information.
9. I will not place printed materials containing confidential information in the wastebasket. I will shred or otherwise dispose of such printed material according to University procedures for the disposal of confidential information.
10. Students' rights of privacy and access regarding their educational records are articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment. Violation of this act comprises students' rights and places the University at risk. I affirm that I have read the campus procedures (CSULB Student Records Procedures, January 2003) and will abide by them.

I understand that failure to abide by this agreement can result in the revoking of my access and/or in disciplinary action. I further understand that illegal access of information may be a violation of California Penal Code Section 502 and therefore punishable both as a crime and through the University discipline system, up to and including dismissal from the University.

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Employee Signature

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Date

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Position Title and Department

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Witness (Supervisor, Department Chair, or HEERA Manager)

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Date