

UNIVERSITY OF LA VERNE

OFFICE OF INFORMATION TECHNOLOGY

Employee Confidentiality Statement

As an employee/student assistant working for the Office of Information Technology you may have access to “confidential information” on University and employee computers. The purpose of this agreement is to define your duties and responsibility regarding confidential information.

Confidential information includes student/alumni/faculty/staff information, financial information, personnel-related information, faculty research information, and information proprietary to other companies or persons. In the course of your duties you may learn of, or have access to, some or all of this confidential information. This information is valuable and sensitive and is protected by state and federal laws, including FERPA (FERPA). The intent of these laws and policies is to assure that confidential information will remain confidential and only be used as necessary to accomplish the University’s mission.

As an OIT employee/student assistant whose duties may necessitate access to confidential information, you are required to conduct yourself with personal and professional integrity and in strict conformance to applicable laws and University of La Verne policies governing confidential information. You are required to read and abide by the principal obligations outlined below. The violation of any of these duties will subject you to discipline, which might include, but is not limited to, termination of employment and legal liability.

As a condition of and in consideration of your access to confidential University information, you promise that:

1. You will use/access confidential information only as needed to perform your legitimate duties.
2. You will not in any way access, divulge, copy, release, sell, loan, review, alter, or destroy any confidential information except as properly authorized within the scope of your professional activities as an OIT employee/student assistant.
3. You will not misuse confidential information or carelessly care for confidential information.
4. You understand that your obligations under this agreement will continue after termination of your privileges as an OIT employee.
5. You understand that you have no right or ownership in any confidential information located on University computers and peripherals and that the University may at any time revoke your right to access confidential information.
6. You will be responsible for your misuse or wrongful disclosure of confidential information and understand that your failure to comply with this Agreement may also result in loss of privileges to access confidential information and to legal liability.

OIT Employee/Student Assistant Signature/Date

Printed Name
