

## Confidentiality Contract Agreement

The Security and confidentiality of records (electronic, computerized and in print) are a matter of concern for all NYIT personnel who have access to any college-related files, documents or internal/ external records. The data bases are a repository of computerized information stored in the centralized computer system of NYIT and maintained by its administrative owners and the Office of Information Technology. This includes, but is not limited to internal/external records associated with the functions of the following offices: Student Employment, Registrar's Office, Bursar's Office, Financial Aid, Admissions, Residential Services, Bursar's Office, and Dean of Students Office.

Student Employees, who work in departments where records of a confidential and/ or sensitive nature are maintained, hold a position requiring the highest level of trust, ethics and integrity. Therefore, it is imperative that student employees recognize the responsibilities of preserving the security and confidentiality of the information, regardless if in print or electronic format. Since a student employee's conduct, either on or off the job, may threaten the security and confidentiality of the files, all student employees with access to these records are expected NOT to:

- Make or permit unauthorized use of any information in the files. Unauthorized use includes reviewing records for personal use or at the request of friends.
- Seek personal benefit or permit another to benefit personally by any confidential information which has come to him/her through their work assignment.
- Exhibit or divulge the contents of any record, report, or any information gained from verbal exchanges to any person except in the conduct of their regular assignment.
- Knowingly include or cause to be included in any record or any report a false, inaccurate, or misleading entry.
- Remove any official record or report (or copy) from the office where it is kept
- Operate or request others to operate any University data equipment for purely personal business.
- Update or alter his/her own University record, even if doing so would fall in the range of tasks routinely performed as part of his/her work assignment.
- Aid, abet, or act in conspiracy with any other person to violate any part of this code.

All students must immediately report any violation of this contract agreement to the supervisor.

By signing below, I \_\_\_\_\_, have read and fully understand that any violation of this agreement will be referred to the Dean of Students Office, and is grounds for suspension or expulsion from NYIT and/or termination of employment or other sanctions or corrective action consistent with the policies of the NYIT Office of Student Employment and the Dean of Students Office.

By signing below, I acknowledge I agree and will comply with the stipulations as specified in this agreement.

*Complete in blue or black ink only*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name (legibly): \_\_\_\_\_