

Eastern Connecticut State University Employee Confidentiality Agreement

Access to all databases, including but not limited to Banner, OnBase, CoreCT, WebFOCUS, Adirondack, TK20, Filemaker, Maintenance Connection, Healthy Athlete, PyraMED etc. is granted solely for the purpose that I may perform legitimate, authorized, assigned responsibilities required for the proper operation within Eastern and the Connecticut State Colleges and Universities (ConnSCU) System. Any unauthorized or illegitimate use of these and any other University system, databases or data may result in disciplinary action up to and including termination of employment, criminal prosecution and/or civil action.

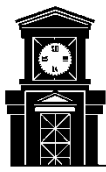
I am aware that Federal and State laws protect the data to which I have access and that it must be treated with complete confidentiality. I will ensure that such confidential information is shared only with other authorized users. Examples of such confidential data or materials include but are not limited to written or verbal reports or computer terminal displays containing employee, student, vendor or donor personal data such as education, financial, medical, employment or business history, family or personal relationships, reputation or character which because of name, identifying numbers, mark or description can be readily associated with a particular person.

I am aware that I may access and/or modify only the data for which I have been given full authorization and have a legitimate purpose in performing my assigned responsibilities. I further understand that I may not share my account or password with anyone else to gain access to confidential information.

I understand that, if I attend or have attended classes in the ConnSCU System, I will not be permitted to work with my own student records and that my activities may be audited. I further understand that if I do work with my own student records, I will be subject to disciplinary action, up to and including termination of my employment, criminal prosecution and/or civil action, as well as subject to academic disciplinary actions, including dismissal.

I agree to take all steps reasonably necessary to safeguard the confidential information entrusted to me and to prevent it from falling into the possession to unauthorized persons.

I hereby acknowledge that I have read and understood this confidentiality agreement and agree to abide by its terms



Name (Last, First, MI): _____ Date of Application: _____
Title: _____ Department: _____
Phone Ext.: _____ Bldg./Room: _____
Windows Username: _____ Eastern ID: _____
Functional Areas Assigned: _____

UPDATE ACCESS TO MODULE

- ALUMNI, A/R, FINANCE, HR, FINANCIAL AID, GENERAL, STUDENT, BDMS DOCUMENT IMAGING, VIEW ONLY, SCAN, INDEX

DCL3 DATA ACCESS

- BANK ACCT INFO: VIEW, CREDIT CARD INFO: VIEW, DRIVER LICENSE #: VIEW, SSN*: VIEW, VIEW_MASKED

*View access required if BDMS Document imaging index privileges are to be granted.

I have read the Eastern Connecticut State Employee Confidentiality Agreement and agree to its terms.

_____ Date: _____

Student Worker Signature

I hereby certify that the above named student worker has proven to be responsible, mature and trust worthy, and has successfully completed the Information Security Awareness online training course.

_____ Date: _____

Supervisor Name (Printed)

Supervisor Signature

I authorize that the above named student worker be granted the elevated access rights as requested by the area supervisor.

_____ Date: _____

Area Vice President Name (Printed)

Area Vice President Signature

This form is to be completed in any instance a student worker is to be granted update access to a form within any Banner module, granted access to view/process DCL3 data or be granted access to the University's BDMS application.

ITS OFFICE USE ONLY:

Assign appropriate Business Profile via GSASECR/Banner Rules per DCL3 Data Access above

DBA: _____ Date: _____