

Elizabeth City State University

Student Worker Confidentiality Agreement

Business and Finance

I, _____ as a student worker in the Division of Business and Finance at ELIZABETH CITY STATE UNIVERSITY agree to adhere to the following procedures related to information security and confidentiality. I understand that as a student worker I may have access to confidential material and agree to perform my duties utilizing the security procedures below:

All information processed in the Division of Business and Finance is considered sensitive and/or confidential. As a student worker, you may not release, discuss or use in any way data you may come in contact with while working in the Business and Finance Division. This includes, but is not limited to financial data and personal information such as tax IDs.

1. I understand that I am responsible for the security of whatever data I see.
2. I will report to my supervisor any security violation as soon as I become aware of it.
3. I will provide all necessary safeguards to all confidential information or software in my possession. I will not copy licensed software or use it except in accordance with established procedures or agreements, nor will I assist others to do so. When in doubt, I will confer with my supervisor.
4. Where I have responsibilities for the reproduction (copying), destruction (shredding) of information, I will be sure to keep this information confidential.
5. I am to restrict my retrieval of information contained in the Division of Business and Finance only to information I have been specifically permitted to access as related to my assigned duties.
6. This includes use of ALL application software and screens.
7. I understand that information disclosed or acquired by reason of my status as a student worker at Elizabeth City State University is confidential, and I agree not to disclose any confidential information at any time during or after my work assignment.

YOU MAY NOT:

- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that you have or they have acquired through work assignments.
- Exhibit or divulge the contents of any record or report to any person, except in the conduct of your work assignment.
- Knowingly include, or cause to be included, a false, inaccurate, or misleading entry in any report or file.
- Knowingly delete or cause to be deleted a data entry from any record, report or file except in the conduct of your work assignment.

Signatures must be original and handwritten. I certify that I have read and agree to comply with procedures related to information security and confidentiality in the Business and Finance Division. I understand that access to information is to conduct official university business and that the information that is available to me is not for personal or commercial purposes. I further understand that violation of this policy will result in my immediate dismissal as a student worker in the Division of Business and Finance.

Student Signature _____ Date _____

Supervisor Signature _____ Date _____