

**BLUEFIELD STATE UNIVERSITY
ACCESS AND CONFIDENTIALITY AGREEMENT**

(Applies to all BSU Employees: Faculty, Adjunct Faculty, Staff, Temporary/Extra Help, & Student Workers)

EMPLOYEE NAME (Print): _____ **EMPLOYEE BANNER ID#:** _____
EMPLOYEE CATEGORY (Check One): Faculty Adjunct Faculty Staff Temporary/Extra Help Student

SUPERVISOR NAME (Print): _____ **DEPARTMENT:** _____

I acknowledge that during the course of performing my assigned duties at Bluefield State University (BSU) I may have access to, use, or disclose confidential information. This may include, but is not limited to, student information and records, employee information and records, financial records, health related information, and job applicant information. I hereby agree to handle such information in a responsible and confidential manner at all times during my employment in each and every position at Bluefield State University. I commit to the following:

- A. I will not disclose my password to other individuals, and acknowledge that the combination of my computing ID and password is considered equal to my electronic signature. I understand that I will be held responsible for the consequences of any misuse occurring under my computing ID and password due to any neglect on my part.
- B. I agree to access and alter only the information for which I have responsibility or authorization, and not to view information that I have no need to see as part of my responsibilities. Access to or use of University information systems, records and data for my own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
- C. I will respect the confidentiality of individuals to whose information I have been given access. I will not view or disclose that information except as required by my responsibilities and as allowed by University policies and applicable law.
- D. I understand that the transactions processed by me, including those with my electronic access, may be audited, and appropriate action will be taken if improper uses are detected.
- E. I agree to follow the privacy, security, and computing policies and procedures established by the University, as well as state and federal security and privacy laws and regulations that apply to the use of my computing ID and password and to the information and the systems I access. Examples include, but are not limited to: Health Insurance Portability and Accountability Act (HIPAA), Family Educational Rights and Privacy Act (FERPA), and the Code of West Virginia Computer Crime and Abuse Act. When I am away from my workstation or when my tasks are completed, I will take appropriate steps to prevent access to information by unauthorized users.
- F. I understand these concepts apply to both fixed and mobile devices (such as, but not limited to, laptops, electronic tablets, text-enabled cell phones, and personal storage devices). I also agree to safeguard the information I access and the devices assigned to me and to report any losses promptly to my Supervisor and to the appropriate Information Security Office.
- G. I understand that failure to adhere to this Access and Confidentiality Agreement could result in revocation of system privileges, and in disciplinary action up to and including suspension without pay and/or termination of employment depending upon the circumstances and severity of the violation.

Please note that an absence of the employee's signature on this form does not exempt him/her from the responsibility to abide by the above requirements and provisions.

My signature below indicates that I have read, understand, and agree to abide by these requirements.

Employee's Signature

Date

I have discussed the contents of this document with this employee.

Supervisor's Signature

Date

**Supervisor is Responsible to Retain a Copy for Department File and Provide a Copy to Employee.
For Salaried Faculty, Nonclassified Staff and Classified Staff, Supervisor is to send Signed Original to the BSU Office
of Human Resources, Conley Hall, Room 202, for placement in the employee's Personnel File. Form Date: 12/07/2017; Rev. 07/01/22**