



PROVIDENCE
COLLEGE

CONFIDENTIALITY AGREEMENT

An individual's daily responsibilities may include the handling of or exposure to confidential information. Information resources are vital College assets. Anyone who uses and/or provides information resources has a responsibility to maintain and safeguard these assets. Each individual student, staff, faculty member, contractor or agent affiliated with the Providence College community is expected to use these shared resources with consideration and ethical regard for others. Due to the confidential and sensitive nature of information received, accessed, processed, and maintained, every employee, including temporary and student workers, is responsible for protecting information about Providence College's faculty, staff, students and general operations, and must do so in compliance with the Family Education Rights & Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), The Gramm Leach Bliley Act (GLBA) and Rhode Island law.

All employees are responsible for maintaining the confidentiality of data with which they work in any environment, shared or not. This includes protecting data from those who do not have access authorization to see or use the data in question and ensuring that all information is used only in the execution of assigned tasks. The responsibility for maintaining the confidentiality of information received during employment continues after leaving the employ of the College.

Employees may not remove materials containing confidential information from offices without the express authorization of their supervisor. Any and all such materials are the property of the College. Upon termination of employment, upon termination of any assignment, or as requested by their supervisor, all such materials and any copies will be returned to the College.

Access to administrative information is granted to staff, faculty, students, contractor or affiliated agent based on the "need to know" and to use specific data. As such, this access cannot be shared, transferred, or delegated. ***The sharing of an employee's computer identification or password is strictly prohibited.*** The unauthorized use of another employee's computer identification or password is strictly prohibited.

The act of intentionally compromising, causing or allowing information to be compromised will be grounds for appropriate warning or disciplinary action.

I have read the above Confidentiality Agreement and understand and accept this condition of employment.

Employee Name (Please Print)

Employee Signature

Date