**CONFIDENTIALITY**

Upon commencement of employment all employees are required to execute the Confidentiality Agreement in the same form provided herein.

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# Confidentiality Agreement

As an employee of Allegany College of Maryland, I will be required to support a variety of College functions in the performance of my duties, and I may have access to confidential student, employee, alumni, or other College information and records about financial, educational, personnel, medical, or academic matters from various media (digital and physical) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and data bases. By virtue of my employment at the College, I am accountable for the responsible use of College information and for ensuring the confidentiality, integrity, and accuracy of that information.

- I acknowledge responsibility and accountability for maintaining the confidentiality of student, employee, alumni or related information and records, and other confidential and proprietary College information. This information will only be revealed, distributed, or discussed as part of the normal performance of my employment.

- I will not attempt to alter, change, modify, add, or delete student, employee, alumni or other College information or documents, except during the normal performance of my employment. I will follow proper procedures for the disposal of confidential and/or official documents.

- I will access only information required for the normal performance of my employment. Access to information, which includes written documents, electronic files, student educational or financial records, and personnel data, records or files, should be gained through normal business procedures for obtaining information.

- All procedures, written documents, records, and computer programming that I generate, access, input, modify, report, record, etc., in the normal performance of my employment, shall be done in accordance with College policies, regulations established by applicable governing bodies, or applicable laws. Confidential information and records are considered property of the College and should not be disclosed to external parties for commercial or unauthorized use.

- I will take all reasonable precautions to protect the confidentiality of information by the practice of good work habits. These include: protecting the confidentiality of passwords, locking my terminal when away from my workstation, closing or minimizing programs when not in use, and promptly informing appropriate parties of any inadvertent breach of confidentiality or security on my part (e.g., the loss of a document, the loss of a key).

I understand that failure to abide fully with the above confidentiality agreement, whether intentional or unintentional, is grounds for disciplinary action following the Disciplinary Action policy in the employment manual. Additionally, I understand that disclosing confidential data, without proper authorization, may violate the Family Educational Rights and Privacy Act of 1974 ("FERPA") and other federal and State laws and regulations that protect the confidentiality of information and records, and may subject me or the College to civil and/or criminal liability.

**I certify that my signature below indicates that I have read the above and understand my responsibility for maintaining the confidentiality of College information and records, regardless of the form. I also agree not to disclose student, employee, alumni or other College information to any unauthorized person or organization while working for the College or after my employment at the College ends.**

_____ _____

(Printed) Employee Name Employee Signature

_____

Date

**I certify that I have reviewed this agreement with the above employee:**

_____ _____

Supervisor Signature Date

**Supervisor: Please complete form on first day of employment and forward to HR.**