



Thiel College Confidentiality Agreement

The College maintains information that is sensitive and valuable, and is often protected by federal and state laws that prohibit its unauthorized use or disclosure. As an individual with access to Thiel College information, you have a responsibility to comply with the laws and College policies that govern such information. This agreement applies to you as a person performing a service on behalf of Thiel, and appraises you of your obligations and responsibilities in the use of Thiel College information.

Acknowledgment

I agree to be bound by this confidentiality agreement and to take all reasonable, necessary, and appropriate steps to safeguard private data from disclosure to anyone except as permitted under this agreement and the policies listed below. I understand that violation of this agreement may subject me to possible disciplinary action affecting my employment or relationship with Thiel College.

These policies require that:

- I may only access information needed to perform legitimate duties as a College custodian. I may not make unauthorized changes to institutional information or look up, review, or analyze restricted or confidential institutional information outside the scope of my College service, even if I have access to that information, unless authorized to do so by my supervisor.
- I must protect the confidentiality, integrity and availability of the College's information. I may not share College information or access with any unauthorized individual, whether internal or external to the College. I may not ask for personally identifiable information (PII) unless there is a legitimate business need.
- I must safeguard any physical key, ID card or computer, network account that enables access to College information. I may not facilitate another's illegal access to Thiel's administrative systems or compromise the integrity of the systems information by sharing passwords, or other access information or devices.

Signature:

Please print name and title or role:

Date:

Information that is covered by this agreement includes, but is not limited to:

- Personally identifiable information (PII) about faculty, staff, students, parents, alumni or donors (i.e., social security numbers, dates and places of birth, mother's maiden names, credit card numbers, bank account numbers, income tax records, and drivers' license numbers).
- Student education records as governed by the Family Educational Rights and Privacy Act (FERPA) and student and staff medical records as governed by the Health Insurance and Portability and Accountability Act (HIPAA).
- College business information (e.g., financial reports, human resource records, internal reports and memos, contracts, strategic reports, surveys, etc.).
- Information about or provided by third parties (e.g., information covered by non-disclosure agreements, contracts, business plans, non-public financial data, computer programs, etc.).