

**Allegheny College Confidentiality and Data Security Agreement
For Student Workers**

The privacy and security of information about individuals associated with Allegheny College must be handled in a confidential and secure manner. The College is subject to federal and state laws (e.g., Family Educational Rights and Privacy Act of 1974 as amended, FERPA, Health Information Portability and Accountability Act, HIPAA, Gramm-Leach-Bliley Act of 1999, and the USA Patriot Act), which may require specific procedures for the protection of confidentiality of information. In my capacity as an employee, I may be required to handle information that is covered by one or more of these statutes and regulations. The College has approved policies and procedures that protect and secure paper and electronic information. The following agreement defines my responsibilities as I work with any information that is private or confidential.

My signature below indicates that I understand and agree to the following:

I acknowledge that in the course of my work activities, I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as “confidential”. Such confidential information must be handled in a secure manner, such that unauthorized individuals cannot view it by computer screen access, file access, or in printed form.

I am responsible for my computer access to all college data and for keeping this data confidential and secure.

To further insure the confidentiality and security of data, I will:

- Be responsible for the security of my user sign-on and password(s).
- Use a screen saver when my computer is turned on and is not in use.
- Log off my PC when I am finished with my computer sessions.
- Keep all relevant paper documents in a secure place when not in use.
- Shred all relevant paper documents when no longer needed, in accordance with College policy.

Except as required by my work activities, I shall not, either during or after my employment with Allegheny College, directly or indirectly use, publish, discuss, disseminate, or otherwise disclose to any third party, or use for personal gain, any confidential or private information acquired in the course of my work activities at Allegheny College.

I understand that my adherence to this Agreement is fundamental to my continued employment with Allegheny College, and that any breach of this confidentiality agreement by me may result in disciplinary proceedings by the College (including termination, criminal and/or civil sanctions).

Student ID (if known)

Date

Print Last Name, First Name

Signature