EMPLOYEE CONFIDENTIALITY AGREEMENT

Juniata College makes every effort to abide by all applicable Federal and State regulations, guidelines, statutes and procedures pertaining to confidentiality and privacy, specifically:

- The Family Educational Rights and Privacy Act of 1974, as Amended (FERPA);
- The Health Information Portability and Accountability Act (HIPAA); and
- The Gramm-Leach-Bliley Act (GLB).

FERPA protects the privacy of student education records. HIPAA controls the release of Protected Health Information (PHI) dealing primarily with patient information. GLB safeguards customer private personal and financial information.

As an employee of Juniata, I understand that I may have access to student, employee or other person's academic, personnel, health and financial records that may contain individually identifiable information and that this information is considered confidential. Examples of private, confidential information include, but are not limited to: student academic information (grades, courses taken, schedules, test scores, advising records), educational services received, social security numbers, gender, ethnicity, citizenship, veteran and disability status, health records, financial information, financial aid applications, copies of tax returns and passwords.

It is important to handle all confidential information with discretion and it should only be disclosed to others who have a need to know for legitimate business reasons. In most cases, data of an individually identifiable nature shall remain secure from public disclosure (release to third parties) without specific permission from the individual to whom the data applies, unless law allows disclosure without consent. I acknowledge that I understand that improper disclosure of this information to any unauthorized person is prohibited under Federal law and could subject me to criminal and civil penalties imposed by law. I further acknowledge that any such willful or unauthorized disclosure also violates the College's Data Protection Policy, posted at https://help.juniata.edu/policies/InfoDataProtectionPolicy.php and it will be cause for disciplinary action, up to and including termination from employment regardless of whether criminal or civil penalties are imposed.

Data originated or stored on College computer systems is College property. Only data that is required for one's job should be accessed. To safeguard computer data, I agree that I will not share any College system credentials, I will not leave any of my electronic devices signed on with my College credentials when away from them, and I will follow published policies on network passwords.

I further agree to handle all confidential information with discretion, safeguarding it when in use, filing it securely, disposing of it properly (i.e. shredding) when no longer needed, and not disclosing or discussing it with any unauthorized person while working for Juniata College, or after my employment at the College.

I acknowledge this agreement and will follow the requirements of the Data Protection Policy.

Employee Acknowledgement and Acceptance as a condition of employment:

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Employee Name (Printed)

_____ _____

Employee Signature Date