



Print Name _____

UNIVERSITY CONFIDENTIALITY AGREEMENT

As an employee/volunteer/student at Brigham Young University-Hawaii, you may have access to confidential information. This agreement explains your obligations with respect to protecting the confidentiality of that information.

Confidential information is protected by Federal and State laws and regulations and strict University policies. The intent of these laws, regulations, standards and policies is to insure that confidential information will remain confidential—that is, it will only be used to accomplish the purposes for which it is acquired by the University.

Confidential information includes, but is not limited to:

- Medical and psychiatric records
- Employment, salary, benefits, payroll, and personnel files
- Personally Identifiable Information, such as name, birthdate, Social Security Number, etc
- Biographical information such as addresses, phone numbers
- University budget and financial information
- Student records, such as grades, transcripts, GPA, etc.
- Any other information, the disclosure of which would constitute an unwarranted invasion of privacy

As an employee/volunteer/student, you are required to conduct yourself in strict conformance with applicable laws, standards, regulations and University polices governing confidential information. Your principal obligations in this area are explained below. Anyone who violates any of these rules will be subject to discipline, which might include, but is not limited to, termination of employment and/or expulsion from the University. In addition, a breach of these rules could lead to civil and criminal penalties.

As a condition of your employment in or opportunity to provide volunteer service to BYUH, you agree to:

1. Access confidential information solely to perform your job responsibilities.
2. Never seek personal benefit or permit others to benefit personally from any data that has come to your attention in the discharge of your work assignments.
3. Not make or permit unauthorized use of any confidential information in the University's information system or records.
4. Not enter, change, delete or add data to any information system or files outside of the scope of your job responsibilities.
5. Not include or cause a false, inaccurate, or misleading entry to be included in any record or report.
6. Not alter or delete or cause a true and correct entry to be altered or deleted from any records, report, or information system.
7. Never exhibit or divulge the contents of any confidential record, file or information system entry to any person unless it is necessary for the completion of authorized University business.
8. Immediately report any violation of these rules or any other action which violates confidentiality of data.
9. Protect the security of your Net ID and password, not share them with others, and be accountable for their use.
10. Not divulge any information gained in the execution of your employment to news media or other individuals within or outside of the University community.

11. Maintain the confidentiality and privacy of any information that you may acquire in your work or study, both during and after your association with the University.

AGREEMENT:

I have read and understand the requirements noted above regarding the handling and processing of all information to which I have access as part of my BYUH employment or service, and I will abide by them. I agree not to use any information I receive for any purpose other than those expressly authorized by BYUH. I understand that if I improperly disclose or use information, including aiding, abetting, or acting in conspiracy with any other person to compromise the privacy of confidential information, I will be subject to disciplinary action under the BYUH Honor Code and/or University personnel records management policy and that sanctions may include termination of employment, suspension or expulsion from BYUH. I further understand that unauthorized use or disclosure of confidential information may subject me to civil and criminal action by BYUH or other parties.

Employee Signature

Date

Witness

Date