

Quinnipiac University
Information Services Confidentiality Statement

The purpose of this Confidentiality Statement is to ensure that everyone with access to Quinnipiac University systems understands that sensitive confidential information including student records, Personal Health Information (PHI) and Personally Identifiable Information (PII) must remain confidential.

1. I will only login to the Quinnipiac University systems using the login name assigned to me by Information Services. I will not share my PASSWORD(S) with anyone. I understand that I am responsible for all actions performed on my account and I will take the precautions necessary to prevent its unauthorized use.
2. I will not write down my password and leave it in an unsecured location in my office.
3. I will contact the Information Security Officer, Brian J. Kelly; x3625 if I believe my password/account has been compromised.
4. I understand that my use of university system requires me to **not disclose** information to anyone under the guidelines of the FERPA Act (The Family Educational Rights and Privacy Act) as stated in the Quinnipiac University Catalog 2004-2005 page 26.
5. Any financial, donor and/or Human Resources information that I have access to will only be viewed and/or disclosed on a need to know basis. I will not attempt to access personal or confidential information unless authorized to do so. I will respect the privacy rights of others, I will not disclose confidential information without the permission of the owner, and I will use data for legitimate academic and administrative purposes only.
6. I will not abuse my access privileges for any reason.

The university community takes the confidentiality of records very seriously in order to protect the privacy of students. If confidential information is improperly made available, the university will investigate and take actions consistent with the terms of your contract of employment and possible termination of employment. For more detailed information please see the Quinnipiac University Manual of Institutional, Academic and Personnel Policies.

Print Name

Signature

Date