



ACCESS TO XAVIER UNIVERSITY INFORMATION AND RECORDS

CONFIDENTIALITY AGREEMENT

By law, certain information is confidential and may not be released without proper authorization. Users **MUST** adhere to any applicable federal and state laws as well as Xavier University policies and procedures concerning storage, retention, use, release, and destruction of data. These policies are outlined in the Xavier University catalog, under "[Privacy Rights](#)".

Students' records are protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). Access to these records is restricted to those with an "educational need to know" or those who have the express consent of the student. This protection does not expire when a student leaves Xavier. In addition, FERPA allows for certain information to be defined as "[directory information](#)" which may be publicly released, unless the student requests nondisclosure (or "privacy hold").

All confidential information is a vital asset owned by Xavier University. All institutional data, whether maintained in the central database or copied into other data systems (e.g. personal computers) remains the property of Xavier University. Such information will be used only for legitimate Xavier University purposes. Confidential information is not to be distributed beyond a user's office without authorization by the appropriate administrator or supervisor.

Confidential information which resides on desktop or portable machines should be encrypted or password protected to prevent access and distribution. Individuals working remotely must take special care to maintain security. The intended use is always temporary and must never be permanently stored.

Users **MUST** protect all Xavier University confidential information from unauthorized use, disclosure, alteration, or destruction. Users are responsible for the security, privacy, and management of such information within their control. **Users are responsible for all transactions occurring during the use of their log-in identification (ID) and password. Users are not to loan or share access codes with anyone.**

I acknowledge the confidential nature of non-public information regarding Xavier University operations and records, including but not limited to employees, students and other members of the Xavier community. Consistent with applicable policies and guidelines, such as FERPA, I will respect and safeguard the privacy of members of Xavier University and the confidential nature of the University's data, records and non-public information. Without limiting the general nature of this commitment, I will not access or seek to gain access to confidential information regarding any aspect of Xavier operations or records, or any employee or student of Xavier University, past or present, except in the course of fulfilling my professional responsibilities. I understand that in this context, confidential information is considered to be all non-public information and data broadly defined but not limited to University financial matters and operations, employees, students, or other institutional matters.

If in the course of executing my job responsibilities, I sometimes inadvertently access information that others might consider inappropriate for me to access I will notify my supervisor of the date and time of the access so that if a question arises at a later time, it will be understood that the access was accidental and inadvertent. I will not use, store, or disseminate any such information without proper authorization.

I will not disclose confidential information to those who are not authorized to receive it. In addition, I will not, without proper authorization, copy or preserve by any means including paper, electronic, or in any other manner confidential information, nor will I disseminate any such information without proper authorization. If I am in doubt about whether the authorization provided is proper, I will consult my supervisor immediately.

In addition, I have read and agree to the relevant terms specified in Xavier's [Acceptable Use Policy](#) and the [Policy on the Privacy of Electronic Information](#)," both posted at Xavier University Policies website: <http://www.xavier.edu/policy>.

The terms of the agreement remain in effect during and after my engagement with Xavier University. Under certain circumstances, disclosure of confidential information may be punished as a criminal offense. I understand and agree that a violation of any portion of this confidentiality agreement renders me subject to disciplinary or corrective actions that may result in sanctions including, but not limited to, expulsion, discharge, revocation of consulting privileges, civil action, or other sanctions.

SIGNATURE

DATE

PRINT FULL NAME

OFFICE OF THE PROVOST AND CHIEF ACADEMIC OFFICER