

COLLEGE OF Eastern Utah

College of Eastern Utah Confidentiality Agreement

1. For purposes of the Agreement, 'confidential information'; is defined as information disclosed to me, accessed by me, or otherwise known to me as a consequence of my employment. It includes but is not limited to information accessible through the College of Eastern Utah Banner system.
2. Along with the right to access transcripts/confidential records of students at College of Eastern Utah (CEU) comes the responsibility to maintain the privacy rights of students as outlined in the Family Educational Rights and Privacy Act (FERPA). I agree to comply with FERPA by not disclosing personally identifiable information about students to unauthorized third parties without the written consent of the student, except as permitted by law or federal regulations. I further agree to consult with my supervisor, the College Registrar, or College Legal Counsel if I am uncertain about the appropriate response.
3. During my employment and after the termination of my employment, I will hold confidential information of the College in trust and confidence, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of my duties for the College. I understand that unauthorized disclosure could be highly damaging to the College, its faculty, staff, students, donors, or others.
4. I will not remove materials containing confidential information from College of Eastern Utah, unless authorized to do so by my supervisor. Any and all such materials are the property of the college. Upon termination of any assignment or as requested by my supervisor, I will return all such materials and copies thereof.
5. I agree to safeguard personally-identifiable data, the official records in the custody of the College, and the means and conditions of custodial security, and I agree to keep such information and means secure and strictly confidential at all times, whether on or off duty.

I acknowledge that I fully understand that the intentional disclosure by me of confidential information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed. Violations by Student employees will be forwarded to the Dean of Students for disciplinary action.

Signature: _____

Print Name: _____

Department: _____

Supervisor: _____

Date & Time _____

The Office of Information Technology

451 East 400 North • Price, Utah 84501

(435) 613-5000