

Confidentiality and Security Acknowledgement

As an employee, student, agent, courtesy appointee, or volunteer at Florida A&M University (FAMU or University), I provide essential services and have a legal and ethical duty to protect the privacy, confidentiality, and security of all confidential information obtained through my affiliation with FAMU. Using confidential information for personal gain or disclosing it to others or publications to the University's detriment, during or after my affiliation, is strictly prohibited. I understand that disclosure of confidential information without authorization could compromise the privacy, security, operations, or well-being of individuals or the University, cause significant financial or reputational loss, or lead to legal liability and loss of public trust.

In my role or affiliation with FAMU, I may access personal, sensitive, or privileged information about University employees, students, parents of University students, donors, vendors, and/or patients. This information, whether in physical or digital form, disclosed orally, or otherwise requires a commitment to confidentiality. This Agreement also applies to all users with access to FAMU-issued technology and network resources, on-site or remotely, regardless of affiliation.

Confidential information includes, but is not limited to:

1. Personal, sensitive, restricted, privileged information or data from student or personnel records, or other files and documents (e.g. names, addresses, Social Security numbers, benefits information).
2. Discussions or litigation case details among departmental personnel regarding confidential information or cases.
3. Personal information stored in departmental computers, including system information and passwords.
4. Financial data, including banking information, financial statements, tax information, charges, payment histories, and debts.
5. University operational information, including intellectual property, proprietary information and strategies, unpublished research and data from ongoing studies, and research findings.
6. Direct Support Organization donor information as outlined by Florida law.
7. Any information protected by law or contracts.

I acknowledge that FAMU may update definitions of Confidential Information, and I may seek clarification if needed. Upon termination of my employment, or sooner if requested, I will return all confidential materials (original and duplicate) in my possession.

I agree to treat all confidential information as private and will not:

1. Seek personal benefit from this information and will use it solely for University work.
2. Copy, destroy, or alter information for unauthorized uses.
3. Copy, destroy, or alter information without authorization from University officials and/or written release from the affected person.
4. Remove, share, publish, or disclose information,

- a. Disclosure may be permitted for authorized University purposes to employees with a need to know for performing specific job duties.
- 5. Facilitate others in violating confidentiality standards.
- 6. Discuss confidential information over the phone or in public with unverified recipients or authorities.

In compliance with the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Gramm-Leach-Bliley Act (GLBA), other laws, regulations, and policies of the Florida State University System Board of Governors and FAMU, I will take precautions to secure Confidential Information, including, without limitation:

- 1. Locking areas (e.g. rooms, cabinets, backup media) where records are stored.
- 2. Following technology and security policies.
- 3. Using secure passwords and screensavers, updating them periodically and not sharing with others.
- 4. Verifying fax numbers and sources before sending sensitive data.
- 5. Referring information requests (e.g. calls, written, verbal, etc.) to individuals who have attended safeguards training.
- 6. Avoiding disclosure over the phone without identity verification.
- 7. Consulting supervisors if unsure about information release authority.
- 8. Reporting fraudulent attempts to obtain information.

I will promptly report any suspected breach of confidentiality to FAMU’s Chief Compliance and Ethics Officer. I understand that any violation may result in revocation of user privileges, disciplinary action, up to termination of employment or affiliation with FAMU consistent with applicable University policies and collective bargaining agreements, and potential penalties and actions under federal and/or Florida law.

The requirements herein do not prohibit the undersigned employee from reporting fraud, waste, abuse, or other misconduct in accordance with applicable University, state, and/or federal law.

 Employee Signature

 Date

 Employee Name (Print)

 Department