



DIVISION OF INFORMATION MANAGEMENT AND TECHNOLOGY CONFIDENTIALITY
STATEMENT

Employees of Florida Memorial University are provided with computer access to employee, student, and vendor information (institutional information) due to the nature of our services. In all cases, this information is regarded as confidential. Institutional information is not to be given to anyone inside or outside the University without proper consent. User access information (ID and password) is to be kept confidential and is not to be shared under any circumstance. If it is found that an employee shared his or her user access information, proper disciplinary action will follow. All Users will be held responsible for their user access information and any activity generated by use of their user access information.

In addition, any misuse of confidential information by a student, faculty or staff member will be reported accordingly. The proper disciplinary action will follow. All employees of Florida Memorial University are subject to uphold the University's ethical standards with respect to confidential data and access to that data.

All user access records shall be kept confidential and shall be handled in compliance with applicable Federal and State statutes and Florida Memorial University policies and procedures.

I understand that I may be provided access to information defined as confidential by Florida Memorial University.

I AGREE TO RESPECT THE CONFIDENTIALITY OF USER INFORMATION in the following circumstances:

I will access confidential information only when it is necessary to fulfill the requirements of my position responsibilities.

I will not reveal any confidential information learned as a result of my position, except under the special circumstances specified by Florida Memorial University cabinet representatives.

I understand that breach of confidentiality may result in disciplinary action and/or dismissal.

Print Name _____

Signature _____ Date _____