

### Confidential Data Security Agreement – Student Employee

I understand that in my capacity as a student employee at Ferris State University I may have access to confidential and private records of other students, faculty, and staff and/or documents pertaining to the University's operations.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Ferris State University. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning these records, as described above.

I agree to abide by the established policies and procedures related to information security, confidentiality, and the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Purchasing Card Industry (PCI), and to perform my job utilizing the security procedures of the University, as stated below.

1. Information processed through Banner, PageUp, or any other additional system software with confidential personal information, is considered sensitive and/or confidential. I understand that access to this information is limited to a legitimate, "need to know" basis and is restricted to information directly related to my assigned duties within the University.
2. Any user ID and/or password issued for my exclusive use, is not to be shared with or delegated to others.
3. Some information disclosed or acquired by reason of my employment at Ferris State University may be confidential, and I agree not to disclose any confidential information, data, or access or security codes at any time, except on a "need to know" basis, during or after my employment.
4. I am responsible for the security of the data I retrieve and, ultimately, for the documents I produce, publish, store, or otherwise communicate.
5. If working at a University location with protected health information (PHI) as defined by HIPAA, I will complete training on the proper identification, security, confidentiality, and use of (PHI), in any form, and will abide by the applicable policies and procedures.
6. University computers are to be used for the authorized purposes only (except reasonable incidental personal use). I understand that, if granted access, I am to restrict data retrieval and other computing activities only to information I am specifically permitted to access as related to my assigned duties, and I am to use only functions and utilities which I have been authorized to use.
7. I will not make use of or copy any software for which the University or I do not hold a license. I will not allow licensed software to be used by, nor will I disclose all or any part of licensed software to, any person except authorized University employees.
8. I will report any known security violation to my supervisor.

I understand that failure to abide by this agreement may be grounds for termination, prohibition of future employment, and/or dismissal from Ferris State University.

Printed Name

Signature:

Date