

## Otis College of Art and Design Privileged Access Confidentiality Agreement

I understand that as an employee of Otis College of Art and Design (College) I may have access to and/or knowledge of private, confidential, or otherwise sensitive information or records that relate to students, faculty, staff, trustees, alumni, donors and/or the College ("Confidential Information").

Confidential Information includes, but is not limited to, student, employee, trustee, alumni, or donor personal information (e.g., address, telephone number, social security number), student academic records (e.g., admission information, course grades, class schedules, academic standing, transcripts), student financial records (e.g., financial aid, employment, and federal forms), student and employee health records (e.g., reports, test results, notes, intake forms), employee records (e.g., job applications, performance evaluations, disciplinary materials, compensation benefit information), and College business records (e.g., contracts, agreements, financial information, gifts, donations, endowments).

I understand that the Confidential Information may be in tangible form (including documents, reports, programs, software, directories, computers, discs, and electronic mail) or in intangible form (including oral communications, voice mail, and the like). I further understand that Confidential Information shall, at all times, remain the exclusive property of the College and agree that upon request, during my employment and at the termination of employment, I will return to the College all tangible or other forms of any Confidential Information in my possession or under my control.

I agree to exercise a high degree of care to safeguard and maintain the confidential and private nature of the Confidential Information. In doing so, I agree to comply with the following terms and conditions for the management of spoken, written, or electronic Confidential Information:

1. I will only access and disclose Confidential Information necessary for the performance of my job duties assigned to me as a College employee.
2. I will not disclose Confidential Information to unauthorized persons without appropriate consent or permission or except as permitted under applicable College policy and/or Federal or State law. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment at the College.
3. I will exercise care to protect Confidential Information stored in both information systems and on College paper records against accidental and unauthorized access, modifications, disclosures, and destruction. I will file written/printed information in a secure place and/or dispose of it with proper regard for privacy and confidentiality. I will not store nor leave printed or written Confidential Information in plain sight of third parties.
4. When discussing Confidential Information with other individuals in the course of my work, I will exercise care to keep the conversation private and not be overheard by others who are not authorized to have access to such Confidential Information.
5. I will maintain my personal username and password on UST systems in confidence. I will not disclose passwords to any other person or authorize others, whether in the employ of the College or not, to use my passwords and account information for any purpose. I will select secure passwords that will be changed regularly. Passwords will not be written down and stored in an insecure fashion. If I have reason to believe that the confidentiality of my user password has been compromised, I will immediately change my password and notify the College's CIO of the suspected security breach.
6. I will utilize my computer(s) in a secure fashion; I will not allow unauthorized individuals to use my workstation or laptop. I will always lock or logout of my workstation when leaving it unattended.
7. I understand that I am responsible if another individual accesses Confidential Information using my password and I am responsible and accountable for all entries made and all retrievals accessed under my password.
8. I will promptly report any and all violations or suspected violations of security policies to the College's CIO.
9. I understand that it is my responsibility to read and abide by the *Otis College of Art and Design Policy Regarding Appropriate use of Campus Computing and Network Resources* located at [https://intranet.otis.edu/Documents/IS/Policies/Policy-Appropriate\\_Use\\_Policy.pdf](https://intranet.otis.edu/Documents/IS/Policies/Policy-Appropriate_Use_Policy.pdf).

I have read and understand the above Confidentiality Agreement. I further understand that if I violate any of the above terms, I may be subject to disciplinary action, including immediate termination of employment, and that all rights and obligations under this Agreement will survive the termination of my employment.

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Printed Name \_\_\_\_\_ Otis ID \_\_\_\_\_

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Department \_\_\_\_\_ Student / Faculty / Staff \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Individual's Copy

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Printed Name \_\_\_\_\_ Otis ID \_\_\_\_\_

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Department \_\_\_\_\_ Student / Faculty / Staff \_\_\_\_\_

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Signature \_\_\_\_\_ Date \_\_\_\_\_

Human Resource's Copy