

Wofford College Banner Confidentiality Agreement

I, as an employee of Wofford College, understand my responsibility of trust and agree to adhere to and perform my job using the security procedures as stated below:

1. I agree to comply with the Wofford College Banner Data Security Policy.
2. I agree to comply with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA) and College policies pertaining thereto in my handling of the information to which I have access. I understand that all administrative data is assumed to be confidential or private unless otherwise specified. The disclosure of information other than that designated as "directory or public information," unless approved by the student and the administrative owner of the data, to any third party is strictly prohibited by federal and state laws and College policy. Confidential information may be reported to external agencies or persons without approval from associated individuals in compliance with federal and state law or court order.
3. I understand that I am to restrict my retrieval and other computer activities to information I specifically have been given permission to access within the context of official College business. This access to information is based on a legitimate "need to know" and is directly related to my assigned duties using only the functions and utilities that I have been trained to use.
4. I understand that any User ID or password instructions issued are for my exclusive use and are not to be shared with or delegated to others. I further agree to maintain procedures within my office that safeguard the confidentiality of data. This includes not leaving my computer unattended while it is logged onto the Banner database and not authorizing another person to access data using my ID and password. I understand that I am responsible for any data that is entered with my ID and password while using the Banner system.
5. I will report to my supervisor any security violation as soon as I become aware of it.
6. I understand that my continued access to the Banner database depends on my compliance with the procedures and FERPA policies outlined herein. Failure to abide by this agreement could result in my access being discontinued and the possibility of additional disciplinary action.

Signature

Date