



## Roosevelt University

### Employee/Contractor Confidentiality Agreement and FERPA Policy Statement

#### **Policy 2.7**

Responsible Executive: Vice  
President of Human Resources

Originally Issued: month, day,  
year

Revised: month, day, year

Effective date: month, day, year

### Roosevelt University Employee/Contractor Confidentiality Agreement and FERPA Policy Statement

*Access to all systems and databases, including but not limited to Banner, BSR Advance, and Ceridian, is granted solely for the purpose of performing legitimate, authorized, assigned responsibilities required for the administration of Roosevelt University. Any unauthorized or illegitimate use of systems, databases or data may result in disciplinary action up to and including termination of employment, criminal prosecution, and/or civil action.*

I am aware that Federal and State laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA) protect the data to which I have access and that it must be treated with complete confidentiality. I will ensure that such confidential information is shared only with those authorized to use it. Examples of these data or materials include but are not limited to employee, student, vendor, or donor personal data relating to education, financial, medical, employment or business history, family or personal relationships, or reputation or character, which because of name, other identification, or description can be readily associated with a particular person.

I am aware that I may access and/or modify only the data for which I have been given full authorization and have legitimate purpose in performing my assigned responsibilities. I further understand that I may not share my account or password with anyone else to gain access to confidential information. I agree to take all steps reasonably necessary to safeguard the confidential information entrusted to me and to prevent it from falling into the possession of unauthorized persons.

I further understand that all procedures, creative work, written documents, records, and computer programs must be created and documented in accordance with the policies and standards of the University or its agents and such materials are the property of the University and not for public disclosure or unauthorized use.

By signing this form, I hereby acknowledge that I have read and understood this confidentiality agreement and that I agree to abide by its terms. In accordance with FERPA, student information is available only to the university staff and faculty when required for performance of their responsibilities to the university. I also understand that computer misconduct can result in restrictions on or revocation of computer access privileges, possible loss of employment, and civil or criminal penalties.

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Printed Name

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Signature

Date

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