

# Eastern Illinois University

## Statement of Confidentiality

Eastern Illinois University maintains strict confidentiality requirements and regulations in compliance with the Gramm-Leach-Bliley Act (GLBA), Family Educational Rights and Privacy Act of 1974(FERPA), and the Health Insurance Portability and Accountability Act (HIPAA) in addition to other federal and state laws. These laws pertain to the security and privacy of all personally identifiable information including student, employee and University data.

I understand that I may be privy to such private information as a condition of employment. As an employee/volunteer/student/third party administrator of the university, I am required to protect against unauthorized access of such information, ensure the security and privacy of such information, and disclose any anticipated threats or hazards to such information. I must be very careful not to release this information to the public, including but not limited to co-workers who have not been authorized or who do not have a **legitimate institutional or business need to know**. Any questions regarding release of such information to another person will be directed to my supervisor or their designee.

I understand that Eastern Illinois University defines UNAUTHORIZED ACCESS to be:

1. Access to student, employee or University information not necessary to carry out my job responsibilities.
2. Non-business or non-institutional access to the records of a student or employee. This includes my children (protected under FERPA), spouse, parents and other relatives as well as friends and acquaintances.
3. Release of student or employee information to unauthorized internal or external users.
4. Release of additional or excessive student or employee information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.

Furthermore, I understand that information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized within the scope of applicable federal or state laws (besides the above noted Acts, this includes record retention schedules and corresponding Internal Governing Policies).

I will abide by the rules, regulations, policies, and procedures of Eastern Illinois University as well as federal and state laws applicable to my position at the University. I understand that EIU may at any time, revoke employee/volunteer/student/third party access, other authorization, or other access to confidential information. Additionally, failure to comply with any of the Acts, rules, regulations, EIU policies and corresponding procedures may result in disciplinary actions, including termination of employment regardless whether criminal or civil penalties are imposed, depending upon the nature and severity of the breach of confidentiality.

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Employee Name (print)

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Supervisor Name (print)

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Signature of Employee

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Signature of Supervisor

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Date

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Date

# **Eastern Illinois University**

## **Policy Use of Computing Facilities and Network Services, Including the World-Wide-Web (WWW)**

Information Technology Services provides computing facilities and services for the legitimate instructional, research, and administrative computing needs of the university. Proper use of those facilities and services supports the legitimate computing activities of EIU students, faculty and staff. Proper use respects intellectual property rights.

Legitimate instructional computing is work done by an officially registered student, faculty, or staff member in direct or indirect support of a recognized course of study. Legitimate research computing is work approved by an authorized official of a university department. Legitimate administrative computing is work performed to carry out official university business.

Intellectual property rights begin with respect for intellectual labor and creativity. They include the right to acknowledgment, the right to privacy, and the right to determine the form, manner and terms of publication and distribution.

Proper computing use follows the same standards of common sense and courtesy that govern use of other public facilities. Improper use violates those standards by preventing others from accessing public facilities or by violating their intellectual property rights. Therefore, the basic policy of the university on proper use is:

- Any use of Information Technology Services facilities or services unrelated to legitimate instructional or research computing is improper if it interferes with another's legitimate instructional or research computing.
- Any use of Information Technology Services facilities or services that violates another person's intellectual property rights is improper.
- Any use of Information Technology Services facilities or services that violates any university policy, any local, state or federal law, or which is obscene or defamatory is improper.
- Any use resulting in commercial gain or private profit (other than allowable under university intellectual property policies) is improper.

I have read these statements as they relate to my employment at Eastern Illinois University and I will abide by the acts, rules, regulations, policies, and procedures as stipulated necessary for completion of my assigned duties and responsibilities. I also understand that EIU may at any time, revoke an employee's access to computing facilities and network services for reasons of improper use. Additionally, failure to comply with any of the Acts, rules, regulations, EIU policies and corresponding procedures may result in disciplinary actions, including termination of employment regardless whether criminal or civil penalties are imposed, depending upon the nature and severity of improper use of computing facilities and network services.

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Employee Name (print)

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Supervisor Name (print)

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Signature of Employee

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Signature of Supervisor

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Date

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Date