

# Rock Valley College

## Confidentiality Statement

Employees' first and primary obligation is to carry out their workplace responsibilities professionally, objectively, and ethically in a manner that is compliant with applicable laws and is consistent with the best interest of Rock Valley College. Employees who have access to critical and/or restricted information are required annually to certify that they have reviewed their responsibilities as described in the following Rock Valley College administrative procedures:

- Acceptable Use of Information Technology
- Information Security
- Institutional Data

As an individual with access to critical and/or restricted information, I have a responsibility to comply with the College's policies and administrative procedures that govern that information.

- I understand that my access to critical, restricted, and internal information entrusted to or maintained by Rock Valley College is approved solely in conjunction with my assigned duties as an employee of the College.
- I may only access information needed to perform legitimate duties as a College employee. I may not make unauthorized changes to institutional information or look up, review, use, or analyze restricted or critical institutional information outside the scope of my position and responsibilities, even if I have access to that information, unless authorized to do so by my supervisor.
- I understand that certain critical, restricted, and internal information may be privileged, protected, and prohibited from disclosure under the Health Insurance Portability and Accountability Act, 45 CFR Part 160 ("HIPAA") Family Education Rights and Privacy Act, 20 U.S.C. § 1232g, et seq., 34 CFR Part 99 ("FERPA"), the Illinois Personal Information Protection Act, 815 ILCS 530/1 et seq., the Illinois Personnel Record Review Act, 820 ILCS 40/1, et seq., and any other federal or state privacy and information security laws or regulations and which should not be disclosed to third-parties.
- I also understand that the College has contractual and/or legal obligations to protect certain critical, restricted, and internal information from unauthorized disclosure.
- I must protect the confidentiality, integrity, and availability of the College and its community's information. I may not share the information or access with any unauthorized individual, whether internal or external to the College. I may not ask for personally identifiable information (PII), unless there is a legitimate business need and doing so does not violate any applicable law or regulation, or any of the College's policies and procedures which I shall make myself informed of.
- I must safeguard any physical key, ID card or computer network account that enables access to the College's information. I will not allow others to access critical or restricted information through sharing of access credentials (user ids or passwords) or any other means.

# Rock Valley College

I agree to be bound by this confidentiality agreement and to take all reasonable, necessary, and appropriate steps to safeguard private/confidential information from disclosure to anyone except as permitted under this agreement and the procedures. I understand that violation of this agreement may subject me to possible disciplinary action affecting my employment or relationship with Rock Valley College.

Signature: \_\_\_\_\_

Please print name and title: \_\_\_\_\_

Date: \_\_\_\_\_

**Reference:** Board Policy 2.30.060

**Implemented:** March 2023