



CONFIDENTIALITY STATEMENT

As an employee of Western Texas College, I will be provided with access to personal, proprietary, and/or otherwise confidential information. This can include but not limited to information on students, staff, faculty, alumni, vendors, and other types of information related to the business and operation of Western Texas College.

To ensure the privacy and security of the information,

I will:

- Access, distribute, and share above information only as needed to conduct campus business as required by my job.
- Respect the confidentiality and privacy of individuals' data that is accessed.
- Observe any ethical restrictions that apply to data accessed.
- Protect confidential information displayed on my workstation monitor.
- Protect information in accordance to the Family Education Rights and Privacy Act (FERPA).
- Immediately report to my supervisor any and all security breaches.
- Comply with all department and campus policies and procedures related to the above information.

I will not:

- Discuss verbally or distribute in electronic or printed formats, confidential and protected information, except as needed to conduct institutional business as required by my position.
- Knowingly falsely identify myself.
- Gain or attempt to gain unauthorized access to the above information.
- Share my user ID and passwords with anyone.
- Use or allow other persons to use the above information for personal gain.
- Make authorized copies of the above information.
- Engage in any activity that could compromise the security or confidentiality of student, staff, faculty, alumni or Western Texas College data.

I understand that if I have any questions related to the confidential and protected information, I will ask my immediate supervisor and/or department head for direction.

I also understand that failure to follow proper policies and procedures concerning access to the above information may result in disciplinary action, up to and including termination of employment at Western Texas College.

By signing, I am certifying that I have read and understood the statements above and that I agree to protect the confidentiality of the information with which I will be working with.

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Print Name of Employee

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Employee Signature

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Date