



**CONFIDENTIALITY OF EMPLOYEE, FACULTY  
AND STUDENT DATA  
Office of Human Resources**

During the course of your employment with the University, you may have access to sensitive and/or personal information regarding our students and employees. Information may include, but is not limited to, student loans or financial records, student academic records, and employee personnel history and files. Such information should be treated in a confidential manner and should not be part of any public or private conversation. With respect to these records and information, and all other confidential and proprietary CSUSM information, the employee has read, understands, and agrees to the following:

- I. I acknowledge that it is my responsibility to understand the policies governing the use and/or dissemination of student and/or employee data maintained by the University. Release or use of confidential information other than to conduct University business is a violation of governing laws and campus policy.
- II. Personal or identifying information about CSUSM students and employees (such as name, address, telephone number, performance reviews, and salaries) will not be released to unauthorized individuals or agencies without the consent of the Associate Vice President of Human Resources or other appropriately designated official.
- III. I will access only information specified and authorized by my supervisor or appropriate University official. Access to information should be through normal departmental procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information and will be kept in a secure location.
- IV. I understand that information acquired during the course of my work assignments may not be utilized for personal gain or benefit.
- V. I acknowledge that I fully understand that disclosure of student educational, financial, and employment records that contain individually identifiable information, which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA), could result in criminal and civil penalties. I further acknowledge that any such willful or unauthorized disclosure also violates University policy on privacy rights for students and could constitute just cause of disciplinary action.

Both federal and California state laws govern access to and use of student information. This information is considered confidential under the Family Educational Right to Privacy Act (FERPA) (20 USC sec.1232g;34 CFR Part 99), Gramm-Leach-Bliley Act (15 USC sec.6801 *et seq.*), the Privacy Act of 1974 (5 USC sec.552a), and the California Information Practices Act (Civil Code sec.1798.1 *et seq.*).

Additional information is available on the following websites:

<https://www.oag.ca.gov/privacy> - Privacy Enforcement and Protection

[http://www.csusm.edu/finaid/policies/ferpa\\_confid.html](http://www.csusm.edu/finaid/policies/ferpa_confid.html) - CSUSM FERPA and Confidentiality

I understand and acknowledge that misuse of personal information or data obtained through my employment is a violation of these agreements and grounds for immediate disciplinary action, up to and including termination, and may also be subject to legal action.

**EMPLOYEE SIGNATURE**

**DATE**