



Protection of Confidential or Sensitive Information

As an employee or appointed representative of Concord University, you are entrusted with certain responsibilities that will provide you with access to confidential/sensitive/protected information. Because of this, you are expected to maintain the highest level of confidentiality in all institutional matters you may be involved in, and with all information you may be privy to, either oral, written or electronic. Your accessing, modifying, destroying, requesting or disclosing to anyone who has "no need to know" sensitive or confidential information may violate University policy or applicable state or federal law. [*Please note that just being an employee of the institution is not sufficient justification for access to privileged, sensitive, confidential or protected information. Access to, and the sharing or disclosure of sensitive or confidential information is permitted only when such disclosure is relevant to the employee's job or his/her performance of that job.]

This statement addresses but is not limited to the following, and includes both employees and students who may also be employees:

- The relevant provisions of the Health Insurance Portability and Accountability Act (HIPAA), as amended.
- The relevant provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended.
- Grievance information
- Employee medical and medical management information covered under the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA), including any amendments or succeeding relevant legislation
- Academic records, tests, grades and other related academic information
- Financial aid information or reports
- General employment records that are not typically public information
- Applicant information, records, documents or transcripts
- Information on applicants for University positions
- Proprietary information or research gathered for internal decision-making purposes
- Proprietary research information or correspondence
- Legal advice provided the institutions by the HEPC General Counsel, the West Virginia Attorney General's Office or contracted legal counsel under the auspices of confidentiality

As an employee/representative, you are responsible for taking reasonable steps to protect confidential or sensitive information that you may have access to in the course of business or in the performance of your duties. Questions concerning confidential or sensitive information should be directed to the Human Resources Office.

Please note that an employee's/representative's refusal to sign this form in no way absolves or exempts him/her from being bound by and adhering to the above requirements and provisions.

I have read and understand the above. I agree that I will protect and not disclose information in any way that is inconsistent with the appropriate performance of my assigned responsibilities in the normal execution of my job. I understand that my violating this agreement in any way may subject me to possible disciplinary and/or legal action affecting my employment, up to and including immediate termination. I acknowledge that this form will become a part of my permanent personnel file.

Print Name

Signature

Date

Return this original signed form (do not scan and/or email) to:
Office of Human Resources
Room A332, Marsh Hall