



# Enterprise Systems Confidentiality Agreement

Access to administrative systems is a privilege extended at the discretion of Connecticut College and the College retains the right and authority to revoke or restrict such privileges at any time.

Connecticut College computers are to be used for authorized purposes only. All data processed is considered sensitive and/or confidential. In addition, much of the information I will access is covered by specific federal, state or college policies such as FERPA, the Gramm-Leach-Bliley Act or the Acceptable Use Policy. Access to this data is based on the "need to know" philosophy that is directly related to my assigned duties at the College.

I agree to adhere to established policies related to all Connecticut College data, security and confidentiality. I understand my professional responsibility includes trust and agree to perform my job in conformance with the security procedures of the College as stated below:

1. I understand that I am responsible for the security of whatever data I retrieve. I will provide all necessary safeguards to all sensitive and/or confidential information including reproduction, destruction or modification of data. This includes copies of data that might be stored on my PC, mobile devices, printed reports, College cloud services, and/or paper files. If I have any question about what information must be safeguarded and to whom information can legitimately be disclosed, I will consult with my supervisor or the College's Information Security Office.
2. I have read the Connecticut College [Appropriate Use Policy for Computer and Information Resources](#) and will abide by it.
3. I understand that I am to restrict my retrieval and other computing activities only to data I have been specifically permitted to access as related to my assigned duties and using only functions and utilities which I have been authorized and trained to use.
4. I understand that employees with the authority to update the database may only change the data for which they are authorized to do so and which are directly related to their assigned duties at the College. Changing data not specifically linked to an employees assigned duties, including updating an employee's own personal information, will merit disciplinary action up to and including dismissal from employment.
5. I understand that my account and password are issued for my exclusive use only and I am responsible for the security thereof. An assigned password shall not be shared with, or delegated to others.
6. I understand that I am also responsible for any student assistant, temporary help and/or production accounts requested in my name and that I will appropriately train and supervise the administrative system users under my supervision.
7. I understand that if I move to another department on campus, I will retain the same user ID and password, although my security access may change.
8. I understand that if my relationship with Connecticut College is terminated for any reason, I will no longer have access to College computers and data.

Failure to abide by this agreement may result in my access and/or account being restricted, denied or discontinued and/or termination of my employment.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
**Assigned Network Logon User ID**

\_\_\_\_\_  
Date Submitted

\_\_\_\_\_  
Authorizing Person

- Student**                       **Employee**  
 **Contractor**                 **Temporary Employee**

\_\_\_\_\_  
Date of Contractor/Temporary Employee Termination

(ETS to complete ) Date completed \_\_\_\_\_ Security Administrator \_\_\_\_\_