FSU | OFFICE OF HUMAN RESOURCES

**Human Resources**
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# Florida State University - Confidentiality Statement

Protection of Protected or Private Information 4-OP-H-5 Information Security Policy and 4-OP-H-12 Information Privacy Policy:

I agree to protect the confidentiality, privacy, and security of patient, student, staff, business, and other information classified as "Protected" or "Private" under the guidelines for information classification by the University in any form (spoken, paper, electronic). As an FSU employee or volunteer, I may be given or have access through a variety of platforms to Protected or Private information of employees, customers, custodians, students, parents, patient accounts, and/or other affiliations with the University. I will follow federal and state statutes and regulations, FSU policies, procedures, and other privacy and security requirements. I affirm that I will receive and hold all Protected or Private information as highly confidential and hereby affirm that I will not discuss, use, copy, photograph, electronically scan, text, publish, or disclose Protected or Private information for purposes outside of my legitimate scope of my work. Any materials or electronic documents containing Protected or Private information must be immediately returned to the University if instructed or upon separation or transfer to a position which does not require access to the same information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of Protected or Private information, including the failure to safeguard my information access codes or devices. My obligations under this Memorandum are effective as of this day and will continue after my affiliation with Florida State University concludes. Violation of these rules may result in disciplinary action, up to and including termination from employment, expulsion from the University, and/or criminal prosecution in accordance with applicable state and federal laws.

- Information Security/Privacy Policy
- Information Privacy Policy
- Family Educational Rights and Privacy Act (FERPA)
- Gramm-Leach-Bliley Act (GLB Act or GLBA)
- Payment Card Industry Data Security Standard (PCI DSS)
- General Data Protection Regulation (GDPR)
- Defense Federal Acquisition Regulation Supplement (DFARS) Clause 252.204-7012
- Federal Acquisition Regulation (FAR) 52.204-21
- Criminal Justice Information Services (CJIS)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Contractual information safeguarding requirements obligations entered into by the University

I am responsible for taking basic steps to maintain the security, confidentiality and integrity of customer information, such as:

- locking rooms and file cabinets where paper records or other backup media are kept;
- using password-activated screensavers;
- using strong passwords (at least eight alphanumeric characters long);
- changing passwords periodically and not posting passwords near my computer or sharing passwords with others;
- verifying telephone fax numbers prior to transmitting secure data;
- referring calls or other requests for customer information to designated individuals who have attended safeguards training;and
- recognizing any fraudulent attempt to obtain customer information and reporting it to a supervisor and appropriate law enforcement agencies.

I understand and agree that any violation by me of the foregoing may result in disciplinary action, including termination of my employment.

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| EMPLOYEE SIGNATURE | DATE | EMPLOYEE NAME (printed) |