STUDENT EMPLOYEE
SECURITY RESPONSIBILITY AND CONFIDENTIALITY AGREEMENT

In accordance with the Public Officers Law §74 Code of Ethics, information contained in the various electronic systems and physical files used by State University of New York at Fredonia ("Fredonia") is confidential in nature and is only to be used in connection with official State business following the Fredonia Information Security Program. Access to the electronic or physical information is granted to selected offices with the understanding that the information and any reports generated from various systems will be accessible only to appropriate personnel for legitimate business purposes.

As an employee of Fredonia, I recognize that I may have access to or be required to handle certain information that is confidential, private, and proprietary for the performance of my duties.

I am aware that:

- Data should be accessed and made available only to authorized persons for State business by authorized departmental personnel following approved departmental procedures;
- Assigned functional capabilities (user codes, access to equipment, data or restricted areas, keys) are to be used **ONLY** to perform my assigned duties;
- Any breach of confidentiality or abuse of my position will result in dismissal from my job and possible judicial action.

I agree to follow all applicable policies and procedures with respect to confidentiality of records, equipment, user codes and general practices as outlined by my employer, and recognize that failure to do so will be grounds for disciplinary action by the Office of Student Conduct for violations of the Student Rights and Responsibilities (Code of Conduct). I have discussed this policy with my immediate supervisor.

_____	_____
Employee Printed Name	Date
_____	_____
Employee Signature	Date
_____	_____
Supervisor Printed Name	Date
_____	_____
Supervisor Signature	Date

This signed form should be forwarded to Payroll Services, Maytum Hall, with a copy retained in the employee's hiring department personnel file.

Prepared by: Information Security Committee, Fredonia
Reviewed by: President's Cabinet
Adopted on: 6/02/2004
Revision Date: 7/25/2018