

# Ferris State University

## Confidential Data Security Agreement

As an employee of Ferris State University, I agree to abide by the established policies and procedures related to information security, confidentiality, and the Family Education Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Purchasing Card Industry (PCI), and to perform my job utilizing the security procedures of the University, as stated below.

1. Information processed through Internet Native Banner (INB) and/or Self-Service Banner (SSB), or any other additional system software with confidential personal information, is considered sensitive and/or confidential. I understand that access to this information is limited to a legitimate, "need to know" basis and is restricted to information directly related to my assigned duties within the University.

**2. Any user ID and/or password issued for my exclusive use, is not to be shared with or delegated to others, and I am responsible for the same.**

3. Some information disclosed or acquired by reason of my employment at Ferris State University may be confidential, and I agree not to disclose any confidential information, data, or access or security codes at any time, except on a "need to know" basis, during or after my employment.

4. I am responsible for the security of the data I retrieve and, ultimately, for the documents I produce, publish, store, or otherwise communicate.

5. If working at a University Health Care Component with protected health information (PHI) as defined by HIPAA, I will complete training on the proper identification, security, confidentiality, and use of (PHI), in any form, and will abide by the applicable policies and procedures.

6. University computers are to be used for the authorized purposes only (except reasonable incidental personal use). I understand that, if granted access, I am to restrict data retrieval and other computing activities only to information I am specifically permitted to access as related to my assigned duties, and I am to use only functions and utilities which I have been authorized to use.

7. I will not make use of or copy any software for which the University or I do not hold a license. I will not allow licensed software to be used by, nor will I disclose all or any part of licensed software to, any person except authorized University employees. When in doubt, I will confer with Data Security personnel or my supervisor.

8. I will report any known security violation to Data Security, Ext. 2132 or via e-mail to [datasecurity@ferris.edu](mailto:datasecurity@ferris.edu)

**Failure to abide by this agreement may result in data access being discontinued and/or disciplinary action, up to and including termination of employment at Ferris State University, and may subject the user to further civil or criminal sanctions.**

Campus Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Signature: \_\_\_\_\_

**Please Return completed form to: Human Resources, Prakken 150**