

CONFIDENTIALITY STATEMENT

Security and confidentiality of records is a matter of concern for all university personnel who have access to any university files or any internal/external records. Individuals working with university records hold a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of the files, any employee or person with authorized access to these records is expected:

- Not to make or permit unauthorized use of any information in the files. Unauthorized use includes reviewing records for personal use or at the request of friends.
- Not to seek personal benefit or permit another to benefit personally by any confidential information that has come to him/her through their work assignment.
- Not to exhibit or divulge the contents of any records, reports, or any information gained from verbal exchanges to any person except in the conduct of their regular assignment.
- Not to knowingly include or cause to be included in any record or any report with a false, inaccurate, or misleading entry.
- Not to remove any official records or reports (or copy) from the office from where it is kept except in performance of regular duties or in cases with proper approval.
- Not to operate or request others to operate any university data equipment for purely personal business.
- Not to update or alter his/her own university record, even if doing so would fall in the range of tasks routinely performed as part of his/her work assignment.
- Not to aid, abet, or act in conspiracy with any person to violate any part of this code.
- To immediately report any violation of this code to the supervisor.

Violation of this code will be referred to the supervisor and appropriate university authority. Violation of this code may lead to suspension, dismissal, or other corrective action consistent with the general policies of the university.

Student Name: (please print) _____

MSU ID#: _____ SSN: _____

Local phone: _____ Email: _____

Date: _____

Student Signature: _____