

INFORMATION SECURITY ACKNOWLEDGEMENT FORM

I acknowledge that in connection with my study or employment at, or service to, North Carolina State University (NC State University), I may see or have access to documents, records, or data that include confidential and sensitive content. I understand that this information may be confidential and sensitive by virtue of the state personnel file privacy laws (G.S. 126-22 et seq.), the Family Educational Rights and Privacy Act (FERPA - 20 U.S.C. 1232g), federal Privacy Act provisions governing social security numbers, the Health Insurance Portability and Accountability Act (HIPAA), the Gramm-Leach-Bliley Act, the North Carolina State Identity Theft Act (G.S. 75-60), the Export Administration Regulation (EAR), the International Traffic in Arms Regulations (ITAR), other applicable state and federal laws, and NC State University information security policies and regulations. See the Office of General Counsel's Confidential Information web page: http://www.ncsu.edu/general_counsel/legal_topics/conf-comp_data.php

According to these privacy laws, I may not disclose information about university employees, university students, or any personally identifiable financial, health or medical information, or computer passwords, user IDs or account names, unless I am certain that a provision of the law allows disclosure in particular circumstances. This applies whether the information is in paper, digital, or other format or media. If I am in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with my supervisor (who in turn may consult with the Office of General Counsel as appropriate) before disclosing any information.

Student Records

I understand I may access student records only as required in performing my assigned duties. However, the following student information is public directory information and may be disclosed in the performance of my duties, unless explicitly suppressed by a "privacy block-out flag:"

- Name(s)
- E-mail/university address(es)
- Telephone number(s)
- Date and place of birth
- Major field of study
- Student activities
- Weight and height of members of athletic teams
- Dates of attendance
- Degrees and awards received
- Most recent previous educational agency or institution the student attended

Other student information or documents that are related to a student and are maintained by NC State University are private and may only be released to third parties with the student's consent or under a FERPA exception. Please contact the Office of General Counsel before releasing or disclosing any student information or records.

Employee Records

I understand that I may access personnel records only as required in performing my assigned duties. However, the following information in an employee's record is public and may be disclosed:

- Name(s)
- Date of original employment
- Current salary
- Age
- Current position title
- Date and amount of most recent salary change
- Agency and location to which employee is assigned
- Date of most recent promotion, demotion, transfer, suspension, separation, or change in position classification

Other information from an employee's personnel record is private and should not be released unless there is statutory authority to release it.

Information related to student loans or to student or employee health is subject to higher levels of privacy safeguards. I will consult with my supervisor about the appropriate safeguards if I need to access such information.

If I receive a request for personnel file information, including information that is available to the public, I will refer the request to the Office of General Counsel. The Office of General Counsel will assist me in determining what information, if any, can be released. If personnel file information is released to anyone other than the employee to whom it pertains, a supervisor must create a log that tracks the disclosure. The log must include the following information, correlating with each request to view personnel file information: the name of the employee, the information disclosed, the information requested, and the name and address of the person to whom the disclosure was made. This requirement does not apply to disclosures related to a credit check.

If I become aware of any breach or suspected breach of information security, I will promptly report it to my supervisor. Supervisors should in turn report the matter to the OIT Security & Compliance, Office of General Counsel, and, if it involves violation of criminal law, to Campus Police.

I acknowledge my responsibility to secure all university resources that may contain confidential information from either the view of or access by unauthorized persons. Confidential paper files should be stored in locked cabinets or drawers whenever feasible, should not be left unattended in areas where visitors may enter, and should be disposed of by shredding or another secure method of disposition in accordance with REG 01.25.12 - University Record Retention and Disposition Regulation. I understand that I may neither allow access to electronic files by unauthorized persons, nor to authorized persons for unauthorized purposes, and that I must follow the electronic security measures for confidential and sensitive information that my supervisor has established. I will consult with my supervisor or the appropriate people in NC State University information management offices if I need information on how to secure confidential university resources.

REG 08.00.03 - Data Management Procedures referenced below establishes specific rules and procedures for management, accessibility and security of university data, as defined by REG 08.00.03 - Data Management Procedures. NC State University administrative regulations and procedures specifically require all persons who are granted access to university data to be aware of these rules and procedures. All individuals requesting access to university data must read and acknowledge their responsibilities as stated in this document **before access will be granted**.

I have read the above document on information security and will adhere to the stated procedures and requirements to the best of my ability.

Signed:

Employee's Signature	Date	Work/Campus Phone Number
Employee's Name (Print)	Campus Box Number	Department/Unit

The Office of Information Technology will store your acknowledgement of this form electronically. You will be required to read and re-acknowledge this agreement annually. It is also recommended that you read and familiarize yourself with the following NC State University Administrative Regulations and Policies:

Computer Use Policy

<http://policies.ncsu.edu/policy/pol-08-00-01>

Computer Use Regulation

<http://policies.ncsu.edu/regulation/reg-08-00-02>

REG 08.00.03 - Data Management Procedures

<http://policies.ncsu.edu/regulation/reg-08-00-03>

Confidentiality of Data at NC State University

http://www.ncsu.edu/general_counsel/legal_topics/conf-comp_data.php

Export Controls

<http://research.ncsu.edu/sparcs/compliance/export-controls/>

Records Retention and Disposition

<http://policies.ncsu.edu/regulation/reg-01-25-12>

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