

Confidentiality Agreement

I, the undersigned, acknowledge that during the course of my participation or performance of duties at McDowell Technical Community College that I may receive access to confidential information of employees or students that is prohibited from disclosure to others. Every effort will be made to limit any unnecessary exposure to confidential information.

“Confidential Information” means information that is not commonly available to the general public, or is required by law or regulation to be protected from disclosure as defined by federal and state information privacy regulations such as the Family Educational Privacy Act (FERPA), Payment Card Industry (PCI) Council, NC Identity Theft Prevention Act (Red Flags Rules), etc.

Confidential Information includes but is not limited to: information contained in student or employee records; information which identifies a student; and information concerning McDowell Tech’s employees, network, or systems operations. Such information can be acquired by any means and in any form, written, spoken or electronic.

I agree not to share or discuss Confidential Information with anyone other than my supervising employee. I will abide by McDowell Tech’s policies and procedures concerning the use or disclosure of Confidential Information, and I will contact McDowell Tech’s Human Resources Department if I have any questions regarding these policies and procedures.

I understand that any violation of this Agreement or McDowell Tech’s policies related to access, use or disclosure of Confidential Information may violate the law and/or result in significant legal ramifications for which I will be held solely responsible with respect to this Agreement.

I acknowledge that I have reviewed all of the information above. I understand that compliance with the principles, policies and procedures expressed above is a condition of my participation, employment and continued presence at McDowell Technical Community College

Employee Signature

Date