



Special Access to KSC Network Resources Agreement on Privacy and Confidentiality (Keene State College)

CONFIDENTIALITY AGREEMENT

Recognizing the need to maintain individual and institutional rights to privacy and confidentiality AND realizing that, as an agent of Keene State College, my assigned responsibilities necessitate access to information stored on the keene.edu domain; I affirm my intention to preserve the strictest standards of confidentiality in the use of this information.

I understand that my access to these systems will not be available after date in block 4 below and will terminate automatically.

I understand that access to the Keene State College computer and network system is a privilege as described in [Computer & Network Use Policy](#) and I am bound by its Policies for Acceptable Use.

I also understand that Administrative Systems are primary sources of College information for hundreds of users, who depend upon their completeness and accuracy. Therefore,

1. I will not disclose information that I obtain in performing my duties to anyone who does not require this information in their official capacity;
2. I will use Administrative Systems only for the purposes for which I am authorized;
3. I will not disclose my PASSWORD(S) to any person;
4. I will not allow anyone else, even other authorized users, use of a terminal/workstation while it is logged on under my NET ID, nor allow casual onlookers to view privileged information;
5. I will not participate in unauthorized disclosure of any data or password;
6. I will print records only when necessary;
7. I will report any attempted or successful violation of institutional or personal security or privacy policies to the IT Group Security Officer;

I understand the intent of this statement and will exercise diligence in performing my duties in accordance with institutional policies. Furthermore, I understand that Keene State College reserves the right to periodically audit my use of Administrative Systems and to revoke my password if I am not adhering to all applicable policies. Any unwarranted and deliberate violations of the terms of this agreement will subject me to disciplinary action, including termination, and/or legal actions. I understand that this agreement does not alter my status as an at-will employee.

1) Department:	2) Position:	
3) Start Date:	4) End Date:	
5) Name:	6) Phone:	
7) Signature:	8) Date:	
9) Supervisor's Signature:	10) Phone:	11) Date: