

**Security and Confidentiality Agreement for Work-Related Systems Information**

Security and confidentiality are matters of concern to all Coast Community College District (CCCD) employees, which includes employees of the District and each of its colleges, and all other persons who have access to student, financial and employee records. CCCD is bound by the Family Educational Rights and Privacy Act of 1974 (FERPA), a federal law regarding the privacy of student records. CCCD and its employees are also bound by other federal and state laws, including HIPAA and other medical information protection laws, the Graham-Leach-Bliley Act and PCIDSS laws and regulations protecting payment card and financial information, and California’s Information Practices Act of 1977, to protect financial, employment and medical records. (These laws and regulations are outlined on the reverse side of this document.)

Therefore, each employee of CCCD is responsible for maintaining the security and confidentiality of these records. This also applies to current or former students who are employed by the District or who are extended work experience opportunities involving access to student, financial or employee records. Regardless of employment status, these students take on the same responsibility as an employee with respect to maintaining security and confidentiality.

An individual’s conduct, either on or off the job, may threaten the security and confidentiality of records. Each employee and/or student employee/representative is expected to adhere to the following rules and regulations:

1. Employees may not perform or permit unauthorized use of or access to any information or records maintained, stored or processed by the district, colleges, and employee.
2. Employees are not permitted to seek personal benefit or allow others to seek personal benefit using knowledge or confidential information acquired by virtue of an employees work assignment and access to confidential records.
3. Employees may not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the District and College policies and procedures.
4. Employees are responsible to know and understand the security and confidentiality policies and procedures particular to their work assignment.
5. Employees may not knowingly include or cause to be included in any report or record a false, inaccurate or misleading entry. Employees may not knowingly expunge or cause to be expunged any record, transaction or report of data entry.
6. Employees may not remove any official record or report, or copy thereof, from the office where it is maintained except in performance of a person’s duties as directed and authorized.
7. Employees may not aid, abet or act in conspiracy with another to violate any part of this code.
8. Any knowledge of a violation of this Confidentiality Agreement must be reported to the supervisor immediately.
9. Employees are responsible for the security and confidentiality of their individual BANNER ID and Password and their use access gained through use of the system.
10. Workplace Information includes but is not limited to Discoverer, Luminis, Self-Service, BDMS, Argos, and the “My Sites”; all software gateways accessing Banner data. Confidentiality applies to these gateways as well.

By signing this Agreement, I understand and accept responsibility for my actions in the performance of my responsibilities which includes access to workplace records, and shall maintain the privacy of all workplace data in accordance with policies and procedures of the Coast Community College District. I have read and understand this Agreement in its entirety.

Employee’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Employee’s Name \_\_\_\_\_ Employee ID # \_\_\_\_\_

Supervisor’s Name \_\_\_\_\_ College \_\_\_\_\_

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### **Federal Laws and Regulations**

For the latest information regarding FERPA, as well as additional resources, please visit <http://familypolicy.ed.gov/FERPA>. You can also visit Coast Colleges' District Risk Services website for expanded information.

### **Family Rights and Privacy Act of 1974 Policy (FERPA)**

The Family Educational Rights and Privacy Act of 1974 is a federal law regarding the privacy of student education records and the obligations of the institution, primarily in the areas of release of the records and access to these records. The Coast Community College District is bound by FERPA and failure to comply with FERPA may result in federal funds being withheld from CCCD.

### **Access to Student Education Records**

College officials (defined as any person employed by the college in an administrative, supervisory, academic, research or support staff position, or a person employed by or under contract to the college to perform a specific task) are permitted to access FERPA protected information IF they have a "legitimate educational interest." A "legitimate educational interest" is one specified in the college official's position, description or by contract agreement, performing a task related to a student's education or the student's discipline, providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement or financial aid) or disclosure of information in response to a judicial order or legally issued subpoena.

According to FERPA, personally identifiable information in an education record may not be released to anyone but a college official without the prior written consent from the student. Coast Community College District and its colleges will not release personally identifiable information from a student's education record without the student's prior written consent. Education records can exist in ANY MEDIUM.

Regardless of the student's age, parents are not permitted access to their son's or daughter's education records unless the student has provided written authorization.

The District Policy based on FERPA regulations allows Directory Information to be released without student consent. Directory Information in accordance with the Coast Community College District Policy means one or more of the following items:

1. student's name
2. birth date
3. participation in officially recognized activities and sports
4. weight and height of members of athletic teams
5. dates of attendance
6. degrees and awards received.

Students may request in writing to the appropriate Admissions & Records college designee that their directory information regarding their educational records be released. If the request is approved the student's record will be flagged.

### **Other Protected Information**

Other information protected by state and federal laws and regulations includes, but is not limited to:

- Medical Treatment records that include records maintained by physicians, psychiatrists and psychologists
- Financial information, including banking, credit and loan information
- Employment records when employment is not contingent on being a student
- Records created and maintained by a law enforcement unit (campus safety)

Federal and State legislation is extensive and constantly changing. This document is intended only as a high-level overview. Any legislation regarding maintaining the security and confidentiality of information which is binding upon the Coast Community College District, is also binding upon its employees, whether it is mentioned in this document or not.