

## INFORMATION SECURITY ACKNOWLEDGEMENT FORM

I acknowledge that during the course of my employment or service with North Carolina State University, I may see or have access to documents, records, or data that include confidential and sensitive information. I understand that this information may be confidential and sensitive by virtue of the state personnel file privacy law (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 (SB 1048), other applicable state and federal laws, and NC State information security policies and regulations.

Under 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 and 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.

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

- 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 education agency or institution attended by the student

Other student information is private and may be released only with the student's written permission or in accord with a statutory exception to the student privacy law.

In regard to personnel 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 personnel records is private except where there is statutory authority to release it.

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

If 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 Legal Affairs) before disclosing any information.

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 University Information Security Officer, Legal Affairs, and, if it involves violation of criminal laws, to Campus Police.

In addition, I acknowledge my responsibility to secure all data and information that may contain confidential information from 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 other secure method. I understand that I may not 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 are established by my supervisor. I will consult with my supervisor or the appropriate people in North Carolina State University information management offices if I need information on how to secure confidential information.

The NC State University Data Management Procedures Regulation (see reference below) establishes specific rules and procedures for management, accessibility and security of University data files/records. NC State University administrative regulations and procedures specifically require all persons granted access to University data records to be aware of these rules and procedures. All individuals requesting access to University data records 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:

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

### **Instructions to Complete the Information Security Acknowledgement Form**

1. Print all three (3) pages of the document.
2. Complete all the information in the boxes.
3. When entering the name in the 'Employee's Name (Print)' field make sure that the name is legible. Note: If we are unable to read the name we will not be able to enter the information into the compliance table.
4. Once the form is completed, you can send it to OIT-IAM (Identity and Access Management) via fax at (919) 513-3504 or via campus mail to OIT-IAM, Campus Box 7109.

The completed forms (either paper or electronic copies) will be kept on file by OIT Security & Compliance. It is also recommended that you read the following NC State University Administrative Regulations and Policies:

#### **Computer Use Policy**

<http://www.ncsu.edu/policies/informationtechnology/POL08.00.1.php>

#### **Computer Use Regulation**

<http://www.ncsu.edu/policies/informationtechnology/REG08.00.2.php>

#### **Data Management Procedures Regulation**

<http://www.ncsu.edu/policies/informationtechnology/REG08.00.3.php>

Information on privacy laws is available at:

#### **Confidentiality of Data at NC State**

[http://www.ncsu.edu/legal/legal\\_topics/conf-comp\\_data.php](http://www.ncsu.edu/legal/legal_topics/conf-comp_data.php)