



# Rogers State University Confidentiality Statement

By virtue of your job assignment, you may be privileged to have access to information or data that includes daily business activities of the college, such as payroll data, student loan data, and other similar records. These kinds of records, whether in hard copy or electronic data form, are strictly confidential and if you breach the confidentiality of private records, you will be subject to disciplinary actions and dismissal. Moreover, disclosure of private messages or documents is unethical and could be a violation of federal law under the Electronic Communications Privacy Act of 1986 (ECPA).

In the course of student employment, individuals have access to information about students, personnel, research, plans, finances, or other business of RSU. It is the policy of Rogers State University that such information is considered confidential and be safeguarded by all agents representing the University.

RSU student employees who intentionally and without proper authorization access or disclose confidential information or modify or destroy information, are in direct violation of the RSU Confidentiality Policy. Such violations may result in investigation and action in accordance with disciplinary procedures. In addition, violations, which might constitute criminal offenses, will be reported to law enforcement authorities and could result in civil or criminal action against the violators.

I have read the above Confidentiality Statement and will comply with its guidelines.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_