**Technical College System of Georgia**

**Access to Technical College Information: Acknowledgement & Compliance Statement**

**Revised 9/18/2012**

The following Acknowledgement and Compliance Statement is provided to protect employees and students at the Technical College System of Georgia ("TCSG"). Personnel, student, financial, medical and patient information contained within the Technical College's or TCSG's Information Systems is considered confidential. This confidential information and any other information made confidential by law is limited to those individuals whose position requires use of this information. By signing the statement below, you are acknowledging your knowledge, acceptance and adherence to the confidentiality requirements imposed by Federal and State laws and TCSG policy. These include but are not limited to the Family Educational Rights and Privacy Act (FERPA; 20 U.S.C. § 1232g; 34 CFR Part 99), the Georgia Open Records Act (O.C.G.A. § 50-18-70 through 50-18-77), and the procedures outlines in TCSG Board Policies III. N. "Personnel Files" and V. J. "Student Records".

If you should ever be uncertain about what constitutes legitimate use or release of information, err on the side of confidentiality and refer the inquiry to theTechnical College's President's Office or the TCSG Office of Legal Services.

I, (please print name) *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , understand that by virtue of my position at the Technical College or TCSG, may have access to data which is confidential and is not to be disclosed to any person or entity without appropriate authorization, subpoena, or court order. In order to access confidential information, I agree to adhere to the following guidelines:

1. I understand and acknowledge that improper or inappropriate use of data in the Technical College's or TCSG's information systems is a violation of Technical College or TCSG procedures and it may also constitute a violation of federal and state laws.

2. I will not provide confidential information to any individual or entity without proper authorization.

3. I will not review or access records or files for which I do not have a legitimate need to review in order to perform my duties.

4. I will access any Department of Labor (DOL), Wage Record Interchange System (WRIS), or Federal Employment Data Exchange System (FEDES) student employment records only for the purposes of obtaining and reporting performance outcome information concerning the placement and retention of technical college students.

5. I will not remove confidential information from the Technical College or TCSG facilities except as specifically authorized to do so.

6. I will not make copies of any records or data except as specifically authorized in performance of my duties. I will store any hard copies of the data in a place physically secure from access by unauthorized personnel and dispose of any information by shredding when it is no longer needed.

7. I will not share my user id and password with anyone, including my support staff, if any.

8. I will not use the data for personal use or for commercial purposes.

9. I will refer all requests for information from law enforcement governmental agencies, and other external entities to theTechnical College's President's Office or the TCSG Office of Legal Services.

10. I will refer external requests for all Technical College or TCSG statistical, academic or administrative data to the Technical College's President's Office, the TCSG Office of Legal Services, or those departments that have been authorized to respond to such a request.

11. I agree to report any unauthorized access to confidential data immediately to my supervisor.

12. I understand that any improper or inappropriate use of data in the Technical College's or TCSG's Information Systems may result in the removal of my access privileges and could also result in appropriate administrative action, including but not limited to disciplinary action or dismissal.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

cc: Personnel File