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## Banner Support Services

### 2015-2016 Employee Acknowledgment – Banner Data Compliance Statement

Version 1

Prepared by Chérie Whipple, Executive Director

Effective August 17, 2015

## Jackson State University Employee Acknowledgment – Banner Data Compliance Statement

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The following Acknowledgment and Compliance Statement is provided to protect employees at Jackson State University. Personnel, student, financial, and medical information contained within the University'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. This acknowledgement can be found on the PAWS Employee tab and must be re-submitted annually at the beginning of each academic year.

By submitting the statement below, you are acknowledging your acceptance and adherence to the confidentiality requirements imposed by federal and state law and Jackson State University policy. This statement is made available through Self-Service Banner (PAWS Employee Tab, Acknowledgment – Banner Data Compliance Statement).

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 the Office of the Registrar or Human Resources

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I agree to treat all information I am granted access to as confidential. I will use this information to fulfill my job responsibilities only. I will not share access to, print, copy, or disclose confidential information to the University's employees, students, or anyone else with no business need for it. This includes information concerning the University's students, employees, vendors, consultants, contractors, and donors. I will not share my username and password with anyone. 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 University's Information Systems is a violation of University 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 records or files for which I do not have a legitimate need to know in order to perform my duties.
4. I will not remove confidential information from University facilities except as specifically authorized to do so.
5. I will not make copies of any records or data except as specifically authorized in performance of my duties.
6. I will not share my user id and password with anyone, including my support staff (if applicable).
7. I will not use the data for personal use or for commercial purposes.
8. I will refer all requests for information from law enforcement, governmental agencies, and other external entities to the Office of the Registrar, or those departments that have been authorized to respond to such requests.
9. I will refer external requests for all University statistical, academic, or administrative data to the Office of Institutional Research and Assessment, Office of the Registrar, or those departments that have been authorized to respond to such requests.
10. Should I become aware of any unauthorized access to confidential data, I agree to report this information immediately to my supervisor or to the Registrar.
11. I understand that any improper or inappropriate use of data in the University's information systems may result in the removal of access privileges and could also result in appropriate administrative action, including termination of access, employment, and/or prosecution.

With my submission, I acknowledge that I have read and agree to abide by these compliance guidelines and have read and agree to assist in the enforcement of the JSU Banner Data Security Policy.