



**ETHICS AND CONFIDENTIALITY AFFIRMATION**

I, \_\_\_\_\_, do solemnly affirm that I understand and will be diligent in maintaining privacy and confidentiality concerning employee and financial records contained in the Maricopa Community College District College Financial System. I will treat all records confidentially and professionally. I will not give out or share information with anyone without the employee's or student's informed, voluntary and written consent or as authorized by federal or state law, or MCCCCD policy. I will only discuss records solely with those individuals authorized to have access to them.

- I will maintain my personal CFS User ID and password in confidence. I will not disclose them to any person or authorize others to use them.
- I will not release confidential information from employee or financial records, in any form, without proper consent, to any other party except in accordance with MCCCCD Policy or applicable law. I understand and agree that your obligation to maintain confidentiality will continue even after you leave the employment of MCCCCD or this position.
- When discussing confidential employee or financial information with others for authorized purposes, I will exercise care to keep conversations private and not to be overheard by others not authorized to such access. I will assure visual display devices will be protected from casual use or observation.
- I will not knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
- I will not remove any official record or report (or copy) from the office where it is kept except in performance of job responsibilities.
- I will not seek personal benefit or permit others to benefit personally by any confidential information that has come to me by virtue of my work assignment.
- I will require proper identification before discussing information pertinent to the individual's records.

I understand that violation of this Confidentiality Agreement is a violation of the terms and conditions of my employment, that I may be held personally liable by the District and by others for claims which may arise from such violations. Any violation of the policy concerning the confidentiality of employee and financial records constitutes grounds for discipline, up to and including termination.

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_

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