



# College Financial System

## **ETHICS AND CONFIDENTIALITY AGREEMENT**

In signing on to use this system, you agree that you understand and will be diligent in maintaining privacy and confidentiality concerning employee records contained in the Maricopa Community College District College Financial System. You will treat all records confidentially and professionally. You 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. You will only discuss records solely with those individuals authorized to have access to them.

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

You understand that violation of this Confidentiality Agreement is a violation of the terms and conditions of your employment, that you 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 records constitutes grounds for discipline, up to and including termination.