



ETHICS AND CONFIDENTIALITY AFFIRMATION

I, _____, do solemnly affirm that I understand and will be diligent in maintaining privacy and confidentiality concerning employee records contained in the Maricopa Community College District Human Resource system. Records will be treated confidentially and professionally. Information will not be given to or shared with anyone without the employee's informed, voluntary and written consent or as authorized by federal or state regulation. Records will be discussed only with those individuals authorized to have access.

- I will maintain my personal HRS 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 records, in any form, to any other party except in accordance with District Policy. I understand and agree that my obligation to maintain confidentiality will continue even after I leave the employment of MCCD or this position.
- When discussing confidential employee information with others for authorized purposes, I will exercise care to keep conversation 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 other to benefit personally by any confidential information that has come to them by virtue of their work assignment.
- I will require proper identification before discussing information pertinent to the individual's records. I understand that violation of this Confidentiality Affirmation 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 records constitutes grounds for discipline, up to and including termination.

Employee Signature: _____

Date: _____