

COLLEGE of CHARLESTON

Banner Student Access

* Please print

| | | |
|-----------------------------|------------|-------------|
| Employee's Name: | Job Title: | Department: |
| Employee's CofC ID Number | | |
| Employee's E-mail Address | | |
| Employee's Telephone Number | | |

The College of Charleston Non-Disclosure Agreement

This agreement is to ensure that College of Charleston (CofC) employees who have access to information that contains personal and/or confidential information about CofC employees, students, or other individuals (hereinafter "records") are aware of their responsibility to maintain the privacy and security of such records.

College of Charleston employees are authorized to access and modify records only to the extent necessary to perform their duties. Employees who have access to these records are responsible for protecting them from unauthorized access and inappropriate disclosure.

1. I have read the College of Charleston Privacy Policy and understand it as well as the FERPA information on the Registrar's Office website.
2. I will access records only as required to perform my assigned duties.
3. I will store and protect records under secure conditions and make every effort to maintain their confidentiality.
4. I will not divulge, copy, release, sell, loan, review, alter or destroy records except as properly authorized by the appropriate College of Charleston official within the scope of applicable state or federal laws, record retention schedules, internal policies, and departmental procedures.
5. I will forward all Freedom of Information Act requests and all other external data requests to the CofC office of Legal Affairs for approval prior to releasing any data.
6. I will forward all campus requests for "directory" information, which may include a student's name, address, telephone, major, class standing, enrollment status, participation in any officially recognized activities and sports, weight or height of members of athletic teams, dates of attendance, or degrees awarded, to the Registrar's Office, recognizing that these have to be screened for students who have placed holds on the release of directory information.
7. I will not allow any other person to log in to My.CofC.edu, Internet Native Banner, Self Service Banner, BDMS, or any other College electronic system with my user name and password.
8. I will not use a login ID and password of any other person to access any College of Charleston electronic system.
9. If I do not know or understand the proper procedure for recording, updating or deleting an electronic record I will ask someone for assistance and/or training before modifying that record.
10. I have read the College of Charleston Non-Disclosure Agreement and agree to comply with its provisions. I understand that failure to comply may result in disciplinary action.

Employee's Signature: _____

Date: _____