

Delaware Technical & Community College Employee Confidentiality Agreement

Delaware Technical & Community College (the “College”) is an agency of the state that is required to abide by all state policies and procedures. The State of Delaware maintains strict confidentiality and security of employee information, including but not limited to, information that is contained in personnel, medical and other records and files in compliance with applicable laws, rules, regulations, policies and procedures. In accordance with the Family Educational Rights and Privacy Act (FERPA) and other laws and policies pertaining to student records, College employees are further required to protect the confidentiality of student information.

As both a State of Delaware and College employee, you are only authorized to access employee and/or student information contained in such records to the extent necessary to perform your job duties. You are required to protect against unauthorized disclosure of such information and to ensure its security and privacy. You are also required to report any anticipated or actual security breaches, or other threats or hazards to this information.

You must exercise caution not to release employee and/or student information to the public or to other individuals, including but not limited to, other State of Delaware employees or other College employees who have not been authorized or who do not have a legitimate business or educational need to have access to it. Any questions regarding release of such information to another person should be directed to your supervisor or their designee.

Unauthorized access is defined as:

- Access to employee or student information not necessary to carry out your job responsibilities.
- Non-business or educational access to the records of an employee or a student. This includes your children, spouse, parents and other relatives as well as friends and acquaintances.
- Release of employee or student information to unauthorized internal or external users. This includes, but is not limited to, your children, spouse, parents and other relatives as well as friends and acquaintances.
- Release of more employee or student information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.

Information may not be divulged, copied, released, sold, loaned, used for personal gain, reviewed, altered or destroyed except as properly authorized by the appropriate College official within the scope of applicable laws, rules, regulations, policies and procedures, including record retention schedules.

At all times, College employees must abide by the laws, rules, regulations, policies and procedures of the State of Delaware and the College, as well any other laws applicable to your position. The State of Delaware and/or the College may at any time revoke an employee’s access, other authorization, or other access to confidential information. Additionally, failure to comply with any State of Delaware and/or College law, rule, regulation, policy and procedure, including those outlined in the College’s Personnel Policy Manual, may result in disciplinary action, up to and including termination of employment. Criminal or civil penalties may also be imposed, depending upon the nature and severity of the breach of confidentiality.

I have read and understand this confidentiality agreement, and agree to be bound by it:

Employee Name (please print)

Employee Signature

Date