



## Access to Information Compliance Form

### Purpose

Personnel, student, and financial information<sup>1</sup> contained within the WPI's information systems is considered confidential. Access to this confidential information and any other information made confidential by law and WPI policy is limited to those individuals whose position requires use of this information. By signing the statement below, you are acknowledging your acceptance and adherence to this confidentiality requirements imposed by federal and state law and WPI policy. If any questions about the legitimate use or release of information arise later, please contact your supervisor and/or the designated data administrator for the area.

### Scope

This standard covers any employees: full-time, part-time, temporary, permanent, adjunct, or student. It applies to all information not categorized as public, as defined by data administrators. It covers all data and information in any format: electronic, paper, email, verbal, or any other format.

### Agreement

By virtue of my position at WPI, I may have access to information which is confidential and is not to be disclosed to any person or entity without appropriate authorization, subpoena, or court order. In order to access confidential information, I agree to the following guidelines.

1. I understand and acknowledge that improper or inappropriate use of data in WPI's information systems is a violation of university procedures and may also constitute a violation of federal and state laws.
2. I will only use confidential information in a manner consistent with my authorized access, and the duties and responsibilities of my position.
3. I will not provide confidential information to any individual or entity without proper authorization.
4. I will not review records or files for which I do not have a legitimate need to know in order to perform my duties.
5. I will not make copies of any records or data except as required in performance of my duties.
6. I will keep all copies of any records or data secure, both in the manner in which they are stored and transported.

7. I will destroy any confidential information for which I no longer have an official business use in a manner appropriate to the medium and consistent with Massachusetts, federal, and WPI retention policy.
8. I will not share my User ID and Password used to access WPI resources with anyone, including my support staff and coworkers.
9. I will not use the data for personal or commercial purposes.
10. I will refer all requests for confidential information from law enforcement or governmental agencies and other external entities to the WPI employees identified in WPI's USA PATRIOT Act Policies, <http://www.wpi.edu/Pubs/Policies/patriot.html>.
11. I agree to report any unauthorized access to confidential data immediately to my supervisor.
12. I agree to adhere to WPI policies and standards<sup>ii</sup> with regard to data and information handling, and system and network use.
13. I understand that any improper or inappropriate use of data in WPI's information systems may result in the removal of access privileges and could result in appropriate administration action, including, but not limited to, disciplinary and/or legal action.

I have read, understand, and agree to comply with the rules governing access to information

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Employee Department

I have reviewed this document with the employee and answered all employee questions.

\_\_\_\_\_  
Supervisor or Designated  
Departmental Representative Signature

\_\_\_\_\_  
Supervisor or Representative Name (Printed)

<sup>i</sup> The disclosure of information from student records is governed by the Federal Family Educational Rights and Privacy Act (FERPA) [20 U.S.C § 1232g]. Health information is governed by and protected by the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Financial information is protected by the Gramm-Leach-Bliley Act (GLBA). Social Security Number disclosure is governed by the Federal Privacy Act of 1974.

<sup>ii</sup> Policies and standards are found on <http://www.wpi.edu/Admin/HR/BenMan/access.html> and <http://www.wpi.edu/Academics/CCC/Policies/>.