Office of Human Resources & Equal Opportunity

**Computer Usage and Data Confidentiality Statement**

I agree to use all Coastal Carolina University computer systems in accordance with University policy. Copies of the computer usage policies and procedures are available from Information Technology Services or on the Coastal Carolina University home page at https://www.coastal.edu/policies/.

**Confidentiality Statement**

Employees with knowledge of, or entrusted with, information of a confidential nature must not reveal such information to co-workers or others without proper authorization. This includes, but is not limited to, information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) and other information pertaining to faculty, staff, students, or University business and/or operations. Failure to secure and maintain confidential information related to Coastal Carolina University may result in personal liability.

Assistance and information on best practices for data security and encryption is available to all employees through Information Technology Services.

I acknowledge and understand the University’s confidentiality requirement as described above. I am aware that I will have access to information that is strictly confidential, and this confidentiality extends beyond the end of my employment.

Failure to comply with the aforementioned statements may result in disciplinary action up to and including dismissal from employment with the University.

Signature:________________________________________ Date:________________

Printed Name:________________________________________