

Last Name	First Name	Initial
Department	Banner ID	
Status:	<input type="checkbox"/> Faculty	<input type="checkbox"/> Staff <input type="checkbox"/> Student

CONFIDENTIALITY AGREEMENT

Tennessee Tech University is committed to ensuring privacy and proper handling of the confidential information it collects and maintains on students, faculty, and staff, including the social security number, which is required for state and federal government reporting purposes. It is the policy of TTU to protect the privacy and use of social security numbers and other sensitive data, and to place appropriate limitations on their use across campus – both within the TTU information systems and in hard-copy format. The collection, use, and dissemination of sensitive data, including social security numbers, for purposes other than what is absolutely necessary to adequately perform required functions is strongly discouraged. Every TTU employee has a personal responsibility to protect sensitive data. Audits will be conducted on a regular basis.

Please select all appropriate boxes.

- I do not have access to any information (in digital, downloadable, or print form) that contains social security numbers or other sensitive data (such as credit card or account numbers). I have no risk and no other measures must be taken.

- I have access to hard-copy data (printouts, forms, grade reports, class rosters, etc.) that must be maintained. I understand that I must keep only NECESSARY hard-copy data containing sensitive information in a secure, locked location. All non-necessary hard-copy data containing sensitive information will be destroyed.

- I have access to digital or downloadable files that contain sensitive data (class rosters, grade reports, receipts, leave reports, etc.). I understand that this information must be protected in compliance with the TTU *Data Security Policy*. I have read the *Data Security Policy* and agree to abide by it.

I understand the information on this document, and agree to take the necessary steps to protect the private information of TTU students, faculty, and staff in accordance with the TTU Data Security Policy.

Signature of employee

Date