

### Information Security Non-Disclosure Agreement

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Radford University, in compliance with state and federal law, maintains strict confidentiality and security of student and employee records. These laws, including but not limited to the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the Gramm-Leach-Bliley Act (GLBA), protect records that contain information that could directly identify, or reveal private information for, students and employees.

Confidential information is provided only to persons **authorized** to have access to institutional data to perform specified job responsibilities or other University sanctioned functions. Examples of **Unauthorized access** include (but are not limited to):

- Access to student, employee or university information not required to carry out an individual's job responsibilities.
- Access to student, employee or university information for non-business purposes (i.e. personal curiosity). This includes records of your children as protected under FERPA, as well as records of a spouse, parent, other relatives, friends, and acquaintances.
- Release of any student or employee information to unauthorized internal or external users, whether in written, electronic or verbal form.
- Release of any student or employee information to an authorized entity that extends beyond the stated purpose of an approved request.

Information may not be divulged, copied, released, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate university official within the scope of federal and state laws, including record retention schedules and corresponding Internal Governance Policies. Failure to safeguard confidential information may result in disciplinary action up to and including dismissal.

Criminal or civil penalties may also be imposed as specified by federal or state law.

**Directory information** may be disclosed by authorized departments without prior written consent of the student or employee unless the student or employee provides written intent to restrict their information. The restriction remains in force from the date received by the Registrar or Human Resources office and until rescinded in writing by the student or employee.

Directory information for students is defined by the University Registrar's office. Employees should regularly review the updated and complete list at [www.radford.edu/ferpa](http://www.radford.edu/ferpa).

Directory information for employees is defined by the Commonwealth Department of Human Resource Management [Policy 6.05 Personnel Records Disclosure](#).

I, \_\_\_\_\_ (print or type full name) have read the above guidelines regarding confidential and directory information. I understand and accept the responsibility to protect the data to which I have access. I will not disclose confidential information to anyone except as authorized and as required to perform my job. If I observe incidents of non-compliance with the terms of this agreement, I understand I have a responsibility to report such incidents to the Information Security Officer and management.

Signature \_\_\_\_\_ Date \_\_\_\_\_