



Community Colleges of Spokane SECURITY AND CONFIDENTIALITY STATEMENT

CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS AND FILES

Complete this form if you are a new user establishing a new HP3000 account at the Community Colleges of Spokane. If a signed copy of this form is already on file, you do not need to complete it again.

Security and confidentiality are a concern to all employees of Community Colleges of Spokane (CCS), and a particular concern to the student registration and records, financial and payroll/personnel staff. By receiving access to CCS administrative application, administrators, faculty, classified staff, part-time staff, volunteers, interns and work-study students are placed in a unique position of trust. The purpose of this document is to clarify your responsibilities. Sharing information from the CCS administrative applications with persons other than the student violates the Family Education Rights and Privacy Act requiring confidentiality.

Violation of this code of responsibility may lead to action under Community Colleges of Spokane's Manual of Selected WACs for Students and all District Employees, and/or state of Washington statutes pertaining to theft, alteration of public records or other application state or federal sections. Your signature below indicates adherence to the following:

1. Unauthorized use of any information in files maintained, stored or processed by Community Colleges of Spokane is prohibited.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to them by virtue of his/her access to CCS data except in the conduct of their work assignment and in accordance with Community Colleges of Spokane's policies and procedures.
3. No one is to exhibit or divulge the contents of any record to any person except in the conduct of his/her work assignment and in accordance with Community Colleges of Spokane's policies and procedures.
4. No one may knowingly include or cause to be included in any record a false, inaccurate, or misleading entry. No one may knowingly expunge or cause to be expunged any record or data except in the conduct of his/her work assignment and in accordance with Community Colleges of Spokane's policies and procedures.
5. No official record, report, or copy thereof from the office where it is maintained, may be removed for any purpose not specific to performance of one's job.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. No one is to share his/her assigned "USERID/ Password" logon information with others or allow others access to computer sessions logged on with that information, except when working with technical support staff. Part-time staff and work-study students must obtain their own unique logon.
8. Any knowledge of a violation of the code must be immediately reported to the appropriate supervisory and administrative staff.

I have received a copy of, have read, do understand and will comply with Community Colleges of Spokane's Code of Responsibility for security and confidentiality of records and files.

User signature _____ Date _____

Printed user name _____

Complete this form once; if you already have a signed form on file, you do not need to complete it again.