

East Tennessee State University Statement of Confidentiality of Information

Employees and researchers at East Tennessee State University will potentially have access to information that is considered privileged and confidential. This may include demographic information, personal and health data, grades, financial information, etc. This information is protected under numerous regulations including but not limited to the Family Educational Rights and Privacy Act (FERPA) of 1974 and the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

Employees and researchers are provided with guidelines regarding the use and release of information. Access to this information is provided on an educational need to know basis.

Employees and researchers with access to information protected under FERPA and HIPAA have a legal and ethical responsibility to maintain an individual's privacy, including obligations to protect the confidentiality of information and to safeguard the privacy of that information.

Employees and researchers will not discuss any information pertaining to privileged or confidential information where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, at social events, or as postings to social media). It is not acceptable to discuss any privileged or confidential information in public areas even if specifics such as names are not used.

Employees often find the opportunity to be an ETSU student a beneficial and rewarding experience. However, as students, it is considered a conflict of interest to deal with one's personal student records. This is also true of student workers in the employ of ETSU. In order to protect you from possible conflict of interest, at no time will employees (staff, faculty, student workers or administrators) work with their own student records. This is also construed to include the records of relatives and personal acquaintances which could cause one to compromise their integrity and responsibility.

I have read the above statements and understand the guidelines regarding privileged and confidential information. In addition, I understand the conflict of interest statement. I will have my supervisor or an appropriate supervisor review, inquire, or maintain anything regarding my personal student records (if applicable) as well as for others as stated above.

I agree that my obligations under this agreement regarding privileged and confidential information will continue after the termination of my employment/assignment/affiliation with ETSU.

I further understand failure to comply with the provisions of this Statement may result in administrative action including termination from the university, as well as potential personal civil and/or criminal legal penalties.

Signature

Date

Print Name