

Employee and Student Employee Confidentiality Acknowledgement

I understand that in the course of my employment with Youngstown State University (“YSU”) I will receive or become aware of information that is sensitive or confidential. This information may be written, electronic or verbal and may come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary in order for me to complete my job responsibilities or is permitted by law. I further understand that I may inadvertently hear or see information that does not directly involve me in an official capacity. I acknowledge that I must protect all sensitive or confidential information as required by law.

I understand that I may not use sensitive, confidential or private information for my personal use, including but not limited to, using as documentary evidence at the State Personnel Board of Review, in grievance or arbitration hearings, etc. Sensitive or confidential information includes, but is not limited to, social security numbers, credit card information, federal tax identification numbers, driver’s license numbers or state identification numbers, checking, savings or banking numbers and medical or treatment records.

I also understand that in my employment I may become aware of student “education records” or information considered to be private under the Family Educational Rights and Privacy Act (“FERPA”). Education records are records, files, documents or other materials that contain information directly related to a student that are maintained by YSU, including student employment records. Some records that YSU units maintain do not qualify as education records, for instance, YSU Police enforcement records. In addition, some information is considered “directory information” which does not require confidentiality. Directory Information is listed in YSU Policy 3356-8-04, FERPA Privacy and Release of Student Education Records. All other records must be maintained in a confidential manner and not released unless the request is from the student, or the student has signed a consent form or the request is from a YSU official with a legitimate educational interest in the records.

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and not disclose any sensitive or confidential information to any person except those who have a legitimate educational interest or official business reason for the information, as permitted by law. Should I have questions regarding the proper handling and disclosure of sensitive or confidential information, I will immediately notify my supervisor for further clarification and direction prior to releasing information.

By acknowledging the above terms, YSU will not consider me to be a “confidential” employee, pursuant to Ohio Revised Code Chapter 4117, unless I deal with information to be used by YSU in collective bargaining or I work in a continuing relationship with a public officer or representative directly participating in collective bargaining on behalf of YSU. Nor, does my acknowledgement of the above terms constitute a fiduciary relationship precluding me from being a member of the classified civil service, if applicable.

I acknowledge that I have read, understand and will adhere to YSU’s above requirement with respect to sensitive or confidential information.

Signature: _____

Printed Name: _____

Date Signed: _____

Banner ID No.: Y_____