

## Code of Responsibility

Name \_\_\_\_\_ Eckerd ID \_\_\_\_\_  
Last First Middle

Department \_\_\_\_\_ Phone \_\_\_\_\_

Security and confidentiality are matters of concern for all employees and contractors of Eckerd College as well as all individuals who have access to student or employee records, reports, or files. The purpose of this document is to clarify your responsibilities in these areas.

Each individual who has access to confidential information is expected and required to adhere to the requirements stated below.

An individual who has access to student or employee records, reports, or files may not:

- Reveal the contents of any record, report, or file to anyone except in the conduct of their work assignments and in accordance with Eckerd College policies and procedures.
- Acknowledge to anyone who is not an Eckerd College official, the existence of any students who have placed a confidentiality restriction on their information.
- Assist or allow any unauthorized use of information in student or employee records, reports, or files.
- Knowingly include a false, inaccurate, or misleading entry in any report, record, or file.
- Knowingly expunge information from any record, report, or file.
- Share access codes or passwords with any other person.
- Seek personal benefit or allow others to benefit from the knowledge of any information that has been obtained through work assignments.
- Remove any official record, report, file, or copy of an official record, report, or file from the office where it is maintained except in the performance of official duties.

**Penalty for deliberate or inadvertent violation of this code:** Up to and including termination, possible civil and/or criminal prosecution to the full extent of the law.

**I have read, understood, and will comply with this *Code of Responsibility*.**

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