

Area and System Coordinators

AREA/SYSTEM	COORDINATOR	PHONE	E-MAIL
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Confidentiality Statement

Please retain this page for your reference

While every effort is made to limit access to Clark's Administrative Systems to those with a "need to know," users may inadvertently or advertently gain access to other data. System access and screen privileges are issued to an individual with the understanding that he/she will use the information obtained only in the conduct of his/her official duties and that no information will be disclosed to any person who does not have an official "need to know."

In the interest of ensuring the secure and proper use of this data, and in respect of the privacy of others, we request that you agree to these operational principles by reading the following and signing on the pages above.

As a member of the Clark University community, whose position responsibilities require interaction with any of the University's administrative information system called Banner and/or other administrative systems, I understand that I may be provided with direct access to confidential and valuable data.

- I will maintain the confidentiality of my password for all systems to which I have access.
- I will maintain or view the data to which I have access in strictest confidence. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
- I understand that the use of the University's administrative data for profit or personal purposes is strictly prohibited.
- I understand that there may be legitimate requests for data from law enforcement officers. When contacted by a law enforcement officer requesting student information, I will direct that inquiry to the University Registrar. When contacted by a law enforcement official for other information, I will notify my immediate supervisor. I will not give out identification information without a valid warrant.
- I understand that inappropriate use of my privileges to access and use administrative data may result in disciplinary action, loss of access to the system, and possible sanctions up to and including dismissal from the University.
- I have read, understand, and agree to abide by Clark's Appropriate Use of Information Technology policy.