**Faculty Information System Confidentiality Agreement**

University employees, whether staff, faculty, student employee, affiliate, or temporary employee, may need to access faculty data to fulfill employment responsibilities.

It is important that users follow and understand the [**Confidentiality policy**](https://case.edu/hr/university-policies/university-wide-expectations-and-services/confidentiality) regarding access to confidential information outlined by Human Resources. It is expected that employees will also become familiar with the [**University’s Acceptable Use of Computing Information and Technology Resources policy**](https://case.edu/utech/policies/i-1-acceptable-use-of-information-technology-policy-aup/) and that employees will be responsible for keeping their passphrases secret and that they will not use anyone else’s passphrase to access faculty information.

I understand that by virtue of my employment at Case Western Reserve University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited. I acknowledge that faculty information in the Faculty Information System, including information provided for the purpose of being entered or uploaded into the Faculty Information System, is confidential and available to me solely for the performance of my official duties as a CWRU employee or affiliate. I shall protect the privacy and confidentiality of faculty information to which I have access and shall use it solely for the performance of my official duties. I agree NOT to access information about faculty outside of my unit of responsibility.

I further acknowledge that willful or unauthorized disclosure violates Case Western Reserve University's policy expectations regarding use of and access to the Faculty Information System as well as the Confidentiality and Acceptable Use policies. Such violations may constitute grounds for disciplinary action in accordance with the processes delineated in the CWRU Faculty Handbook (for members of the faculty), Staff HR Policies (for staff), and/or university-wide expectations.