

ITS Employee and Contractor Non-Disclosure Agreement

Any employee (permanent or temporary (including contractors)) at The University of North Carolina at Chapel Hill who has access to student and/or employee information in any role must understand the importance of proper handling of this information.

This information may be personal and private and/or confidential as defined by federal and/or State law. It is imperative that you understand that viewing such student and employee information carries the critical responsibility for guarding and disclosing it only in strict conformance to federal and State law and University policy.

Access to and disclosure of student information is governed by the Family Educational Rights and Privacy Act (FERPA). You must complete and pass an online FERPA course prior to receiving access to student information in PeopleSoft. Access to and disclosure of employee information is generally governed by State law and University policy. Please consult with HR Records and Information in the Office of Human Resources for more information about public personnel information and confidential personnel information.

Please read the statement below and sign:

I understand my obligation to protect and maintain the confidentiality of all (former, current or future) student and employee data files, documentation, information contained therein and copies of any such items in the Information Technology Services Department (including the MyUNC portal, PeopleSoft and ImageNow applications) that I may use or have access to in connection with my role. I agree that I will not grant access to or otherwise disclose confidential student or employee information to any unauthorized person or party. Additionally, I will only access University data that I have authorization and a business need to access.

Further, I will not make available, provide visual or machine readable copies, sell, or intentionally disclose the contents of any vendor licensed software to any outside organization or person without the written authorization of The University of North Carolina at Chapel Hill. I recognize that vendor-developed software is protected by license agreements between The University of North Carolina at Chapel Hill and vendors, and that providing access to or copies of such software may constitute a breach of those license agreements.

Finally, I understand that my failure to abide by this Non-Disclosure Agreement may result in disciplinary action, up to and including dismissal.

Employee (or Contractor) Signature

Employee (or Contractor) Printed Name

Date