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University of North Alabama personnel provide essential and valuable services to faculty, staff, and students. While engaging in these functions, employees collect or may have access to personal and privileged information concerning individuals associated with the University. This requires a commitment of confidentiality to protect privacy. Unless there is a proper and appropriate request, including a request from the affected individual, unauthorized disclosure or access of this information could create legal liability and loss of public confidence in the University.

ACCORDINGLY, I, \_\_\_\_\_, HEREBY AGREE NOT TO RELEASE THE FOLLOWING PERSONAL OR PRIVILEGED INFORMATION WITHOUT PROPER AUTHORIZATION FROM MY DIRECT SUPERVISOR, GENERAL COUNSEL, THE VICE PRESIDENT OF MY DIVISION, OR THE UNIVERSITY PRESIDENT:

1. Any information from student records, personnel records, or other types of files or documents. Under no circumstances shall social security numbers or benefits information, including the identity of dependents, be released.
2. The contents of discussions and conversations by departmental personnel concerning privileged, personal, or confidential cases.
3. Any personal information stored in departmental computers, including passwords.
4. Copies of any of the above listed information or documents without an appropriate request from a university official or a written release from a member of the faculty, a student, or a staff member.

Employees are cautioned that disclosing confidential information over the telephone is discouraged.

I will not disclose confidential or otherwise sensitive information over the telephone if I am not completely confident that the individual on the other end of the telephone line is the individual to whom the information relates (or is my supervisor or another university official with authority to receive the information).

By circumstance of employment with the University of North Alabama, I may have access to student education records or to personally identifiable information about students, the disclosure of which is governed and restricted both by the