

Confidentiality Statement

I understand that any access I am granted to protected information and data is based on my agreement to comply with the following terms and conditions:

- I will comply with all state and federal laws, as well as SDSU, and CSU policies that govern access to and use of information contained in employee, applicant, and student records.
- My right to access information and/or data is strictly limited to the specific information and data that is relevant and necessary for me to perform my job-related duties.
- I am prohibited from accessing information or data that is not relevant and necessary for me to perform my job-related duties.
- I will be a responsible user of information and data, ensuring I handle it ethically and securely.
- I will store information and data I obtain under secure conditions, using approved storage solutions and encryption where applicable.
- I will maintain the privacy and confidentiality of the information and data I obtain.
- Before sharing information or data with others, electronically or otherwise, I will ensure that the recipient is authorized to receive that information or data and understands their responsibilities as a user.
- I will sign off or lock any system containing confidential information when I am not actively using it.
- I will keep my password(s) and other credentials to myself and will not disclose them to others unless SDSU's Center for Human Resources and my supervisor authorize such disclosure in writing.
- I will store and secure confidential and sensitive information, data, reports, etc., in adherence to the SDSU and CSU policies and in a manner that will maintain their confidentiality when I am not actively using them.
- I will not misuse personal or confidential information or data obtained through my employment or share it for personal gain or unauthorized purposes.
- I will refer to the [CSU and SDSU IT Security Policies, Standards, and Procedures](#) to identify campus-specific standards and procedures, including a complete definition of protected information.
- I will complete all assigned security awareness training promptly to satisfy yearly training requirements.
- I will seek assistance from my supervisor or the [IT Security Office](#) when in doubt about my responsibilities for information security.
- I have read and understand the [CSU's Information Security Responsible Use Policy](#).
- I have read and understand the [CSU's Requirements for Protecting Confidential Personal Data \(HR 2005-16\)](#).
- I have read and understand the [CSU's Information Security Policy and Standards](#).
- I have read and understand [SDSU's Information Security Policies, Standards, and Procedures](#).