CONFIDENTIALITY STATEMENT

Georgia Regents University maintains strict confidentiality and security of records in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the Health Insurance Portability and Accountability Act (HIPAA) and the Gramm-Leach-Bliley Act (GLBA), in addition to other federal and state laws. These laws pertain to the security and privacy of all records that contain information that could reveal private information concerning a student, employee or customer/patient.

Faculty, staff, students, or volunteers or others may have access to such private information to the extent necessary to perform their duties. As an individual with access to private information of the institution, you are required to protect against unauthorized access, ensure the security and privacy, and disclose any anticipated threats or hazards to such information. You must be very careful not to release this information to any individuals, including but not limited to unauthorized university employees, who do not have a **legitimate institutional or business need to know**. If in doubt, you should act to preserve the confidence of information requested, until you have verified the Georgia Regents University policies through your supervisor or his/her designee, the GRU Legal Office, or HIPAA Privacy Officer.

Georgia Regents University defines **unauthorized** access or disclosure as:

1. Access to student, employee, patient, or university information not necessary to carry out your job responsibilities. This includes access to the records of your family, friends and acquaintances that is not for a legitimate or business use of GRU..
2. Disclosure of student, employee, or patient information to unauthorized internal or external users.
3. Disclosure of additional or excessive student, employee, or patient information to an authorized individual/agency than is essential to the stated purpose of an approved request.

Information may not be used, disclosed, copied, sold, loaned, reviewed, altered or destroyed except as properly authorized by the appropriate university official within the scope of applicable federal or state laws, including record retention schedules and corresponding policies. No GRU workforce member or other individuals are permitted to realize any personal gain as a result of disclosing or using confidential information. This obligation of nondisclosure or unauthorized use continues indefinitely, even after your relationship with GRU ends.

As faculty, staff, student or volunteer of Georgia Regents University, you must abide by the rules, regulations, policies and procedures of GRU as well as federal and state laws applicable to your position at the university. Your failure to comply with any applicable law or procedure may result in the revocation of your access to confidential information; disciplinary action, including termination of employment; criminal and/or civil penalties, depending upon the nature and severity of the breach of confidentiality.

I have read the above Confidentiality Statement and understand my obligation as an employee to ensure the confidentiality of information.

Employee:

_____
Printed Name

_____
Signature Date

_____
Title

_____
Department