



### **Confidentiality and Access Agreement for Infinite Campus**

It is the policy of Colorado Early Colleges (CEC) to protect confidentiality of sensitive information related to students, faculty, and staff. Through the course of your association or work with CEC, you may have occasion to use, access, or otherwise acquire confidential information either intentionally or unintentionally.

As a condition of continued association with CEC, I agree to protect any such confidential information as set forth below.

During my association with CEC, I may have authorized access to or inadvertently encounter confidential information pertaining to CEC students or CEC staff members including but not limited to:

- Education records, or information within education records which is confidential under federal and/or state law.
- Disciplinary records, or information contained therein.
- Any information pertaining to a grievance or disciplinary action.
- Personnel, compensation, or benefit information.
- Any medical records or other medical information.
- Any information the disclosure of which would cause an embarrassment.
- Any information that would constitute an unwarranted invasion of privacy.

I agree to hold CEC confidential information in the strictest confidence and not to disclose or otherwise utilize this confidential information except as necessary to perform my customary, regular, assigned job duties. This means that:

- I will only access confidential information for which I have a legitimate CEC job-related need to know.
- I will not in any way disclose, divulge, copy, release, review, alter or destroy any of CEC's confidential information except as properly authorized within the scope of my association with CEC.
- I will not otherwise misuse or misappropriate CEC's confidential information.
- I will prevent unauthorized use of confidential information and immediately report the misuse or any accidental disclosure of confidential information to my immediate supervisor.
- I understand that if I have any doubt as to whether any information is confidential or whether any information should be disclosed, I will request clarification from my CEC supervisor.
- I understand that confidential information remains confidential both in and outside the workplace and agree not to discuss such information with any individual or organization that does not have a valid business reason to have access to this information.
- I acknowledge that failure to comply with the obligations contained in this Confidentiality Agreement will result in disciplinary action, up to and including possible termination of association with CEC.

Additionally, I agree to abide by the following as it relates to my access in Infinite Campus:

- I will not share my Infinite Campus account credentials with anyone for any reason.
- I will immediately alert the CEC Information Technology department if my account credentials become compromised.
- I will only access records in Infinite Campus as it relates to the tasks I am performing for my job.

I have read the information above and agree to the confidentiality requirements specified in this document.

Legal Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_