



Division of Student Accounting Services
Information Safeguards Policy and Nondisclosure Agreement
(last modified July 15, 2016)

Overview

The Division of Student Accounting Services has developed a comprehensive policy in order to ensure that all our departmental information, data and computer resources are properly maintained and efficiently managed. This information safeguards policy, in conjunction with the University's Acceptable Use policy, was developed to ensure that computer resources and information assets are properly maintained, secured, managed, and applied by users in the course of business assignments.

Our department has set high standards of acceptable use of our computers and information systems because we have the responsibility to properly secure and manage private student account and financial information. Furthermore, since our core business function is to deal with confidential student accounts financial data, we are responsible to abide by all federal and state regulations including FERPA and GLBA in insuring the confidentiality of our student data and in insuring the safeguarding of non-public customer information. In addition, as Rutgers employees, we must abide by the University's policies and procedures including the following:

- [Rutgers Acceptable Use Policy](#) for Computing and Information Technology Resources.
- The [Agreement for Accessing University Information](#) sets out standards for care in handling and safeguarding university information.
- The [University Policy Library](#) is a reference guide for a variety of university business operations, which includes policies regarding the confidentiality of university information and the safeguarding of university assets and information.

Provisions of this policy and the University's policies are applicable at all times. Users have the responsibility to use computer resources in a professional, ethical and lawful manner. In utilizing information and computer resources, users must comply with the following provisions of this policy. This policy is not intended to, and does not grant, users any contractual rights. This policy may be amended or revised periodically as the need arises. Users are expected to comply with amendments and revisions.

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY
Division of Student Accounting Services

Information Safeguards Policy

Rutgers University policy dictates that unauthorized transmission of confidential student account data outside the university is prohibited, unless expressly authorized by management and the respective custodian(s) of the data. Non-public personal information (NPPI) should be secured at all times. You must agree to use university assets responsibly and only for business related functions. You may not transmit work documents containing confidential information without explicit permission from management and data custodians. Additionally, proper secure encryption/transmission methods must be employed.

You must secure files created from university information and discard files and reports in a manner that protects the information from access by others. All non-public personal information, including social security numbers and credit card numbers, must be properly secured and properly shredded/wiped before disposal.

Nondisclosure Agreement

By accepting below, you understand and agree that disclosure and discussion of confidential information obtained for university, school or department records is allowed only when such disclosure is a normal requirement of an employee's position. After employment, such disclosure and discussion of confidential information is not allowed.

By accepting below, you understand and agree that authorization to access and process university information is granted solely for the purpose of performing your job duties in conducting university business. You agree that university information including non-public personal information may be shared only with other authorized employees or authorized third parties who have a need to know this information in order to perform their duties on behalf of the university. You also agree to request in advance the consent of your manager and data custodians for the permission to disclose university information to anyone else.

By accepting below, you also understand and agree not to disclose policies, access procedures, and security protocols regarding the university's computer systems and information technology resources except as may be required to perform your official duties. You agree that passwords and other account credentials will not be shared or disclosed, and that personal computers and work stations will be kept inaccessible to others when one is absent from his/her work area. Any file created from university information also will be secured and discarded in a manner that protects the information from access by others. Special safeguards and care is required when handling non-public customer information including social security numbers and credit card numbers.

By accepting below, you further understand and agree that any right of public access under the law to university records does not relieve you of the obligation to comply with the provisions of this Agreement. You also understand and agree that a violation or breach of this agreement or other university policies may result in disciplinary action, including termination. You understand and agree to be bound by the provisions of this agreement even after your employment and/or affiliation with the university has ceased.

By accepting below, you are confirming that you are an authorized user of the Student Accounting Services data system and agree to adhere and conform to the rules and responsibilities listed on the pages of the Rutgers University Student Accounting Services Information Safeguards Policy and the Rutgers University Acceptable Use Policy. You agree to abide by all federal and state regulations including FERPA and GLBA in insuring confidentiality of student data.

User Name (print) _____

User Signature _____ Date _____

Name of Dean, Director, or Department Head (print) _____

Signature of Dean, Director, or Department Head _____ Date _____

Note: Please return a copy of the signed form to M.K. Tsui, ASB, 65 Davidson Rd. room 310, Busch Campus or fax to 732-445-5851.