Security and confidentiality of records and files and proper use of State equipment are matters of concern to all Green River Community College employees. As an employee of Green River, you have been placed in a unique position of trust. The purpose of the Code is to fulfill this institution’s legal responsibility and to clarify your responsibilities regarding correct policies and procedures for the following federal and state regulations:

A. Family Education Rights and Privacy Act (FERPA). Your conduct, either on or off the job, could threaten the security and confidentiality of personal information.
B. GRCC Ethics Policy and State Policy regarding personal use of State equipment.

Each employee is expected to adhere to the following rules.

1. No one may allow or permit unauthorized use of any information in files maintained, stored or processed by the office in which a person is employed.

2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information which has come to them by virtue of their work assignment.

3. No one is to release the contents of any record or report without written permission from the person whose information is being released.

4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. No one may knowingly remove or delete information from any record.

5. No official record or report, or copy thereof may be removed without approval from a person’s supervisor.

6. Any knowledge of a violation of this code must immediately be reported to a person’s supervisor.

7. No one is to use State computers, printers, telephones, copy/fax machines, etc. for personal reasons unless equipment is designated for student use.

Violation of this Code may lead to reprimand, suspension, or dismissal from the job.

I have received a copy of, have read, do understand, and will comply with Green River Community College’s Code of Responsibility for Equipment Use, Security and Confidentiality of Records and Files.

Signature/Date: ___________________________ SID #: _____________________