

INFORMATION ACCESS & CONFIDENTIALITY FORM

MPP ADMINISTRATOR'S CERTIFICATION

My signature below certifies that _____, an employee under my supervision, may require access to Confidential Personal Information, and that such access is relevant and necessary in the ordinary course of performing his/her job duties as a _____ (job title) in the _____ (unit) at Cal Poly Pomona. Confidential Personal Information includes, but is not limited to, the following data: Social Security Number (SSN), Date of Birth (DOB), home address, home telephone number, physical description, medical history, gender and ethnicity. I understand my obligation to provide training to this employee to ensure that he/she understands the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the Human Resource Information System.

Name (please print)

Signature

Date

Title

EMPLOYEE'S CERTIFICATION

I certify that I have received training regarding state and federal laws and University policies (see second page) that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the PeopleSoft Human Resource System.

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

- I will comply with the state and federal laws and University policies that govern access to and use of information contained in employee, applicant, and student records, including data that is accessible through the Human Resource Information System. While a current summary is attached, state and federal laws may be revised that may necessitate additional training and requirements.
- 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 will maintain the privacy and confidentiality of the information and data that I obtain, including its storage and disposal.
- Before sharing information or data with others, electronically or otherwise, I will make reasonable efforts to ensure that the recipient is authorized to receive that information or data. I will sign off the Human Resource Information System prior to leaving the terminal/PC.
- I will keep my password(s) to myself, and will not disclose them to others unless my immediate supervisor authorizes such disclosure in writing.
- I understand that if I intentionally misuse personal information or data that I obtain through my employment, I will be subject to disciplinary action up to and including termination.
- I certify that I have read this Access and Compliance Form, I understand it, and I agree to comply with its terms and conditions.

Name (please print)

Signature

Date

Title

VICE PRESIDENT FOR ADMINISTRATIVE AFFAIRS

Benjamin F. Quillian
Acting Vice President for Administrative Affairs & Chief Financial Officer

Signature

Date

HUMAN RESOURCE INFORMATION SYSTEM ACCESS AND COMPLIANCE TRAINING AND REFERENCES

The California State University (CSU) and Cal Poly Pomona have a responsibility to protect sensitive personal data, such as that obtained about students and employees, and to maintain the confidentiality of that data. This responsibility includes data that is recorded on paper, contained in a document, accessed through computers or available in a multitude of media and circumstances. Personal data includes, but is not limited to, the following: Social Security Number (SSN), date of birth (DOB), home address, home phone number, physical description, medical history, gender, and ethnicity.

The scope of responsibility and determination of what data is deemed sensitive or confidential derives from a series of state and federal codes as well as CSU policy and practices, including the following:

Information Practices Act (IPA) (California Civil Code Section 1798, et seq.) – This Act protects individuals' privacy rights in terms of "personal information" contained in state agency records.
<http://oag.ca.gov/privacy>

California Code of Regulations (Title 5, Sections 42396 through 42396.5) – This code addresses privacy and the principles of personnel information management.
<http://ccr.oal.ca.gov>

The Family Educational Rights and Privacy Act of 1974 (FERPA) – Grants to students certain rights with respect to their educational records. One often cited example is the right to consent to disclosure of personally identifiable information by the university except in those cases where FERPA authorizes such disclosure without prior consent.
<http://www.ed.gov/offices/OM/fpco/ferpa/>

CSU Coded Memorandum on "Requirements for Protecting Confidential Personal Data" (HR 2005-16) – This CSU Coded Memorandum details the CSU's requirements for protecting confidential employee data.
<http://www.calstate.edu/HRAdm/pdf2005/HR2005-16.pdf>

CSU Records Access Manual – This manual, developed by the CSU Office of General Counsel provides an overview of federal and state law governing access to records possessed by the CSU.
http://www.calstate.edu/hrs/policies/policies_confidentiality.shtml

Cal Poly Pomona's Guidelines for Complying with FERPA, The Privacy Rights of Students in Education Records – The Cal Poly Pomona Registrar's Office provides campus guidelines for complying with FERPA, the Privacy Rights of Students in Education Records.
<http://www.cpp.edu/registrar>

EMPLOYEE TRAINING/AWARENESS CERTIFICATION

Print Name:	Initials: