

CODE OF RESPONSIBILITY AND CONFIDENTIALITY

Farmingdale State University has adopted the following policy pertaining to the Code of Responsibility and Confidentiality for its student employees. Any deviation in this policy must meet with the approval of the Director of each individual department.

For security and confidentiality of records and/or data files, Farmingdale State University has a policy of administering and maintaining student records in compliance with the Family Educational Rights and Privacy Act of 1974, as amended. Each employee in every department holds a position of trust relative to maintaining the security and confidentiality of these records in any form. Each student employee in all offices is expected to adhere to the following:

1. No one may take or permit unauthorized use of any information in files maintained, stored or processed by Farmingdale State University.
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 him or her by virtue of their work assignment.
3. No one is to exhibit or divulge the contents of any record or report any person except in the conduct of his or her work assignment and in accordance with Farmingdale State University policies.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. No official record or report or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to abet or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to the Department supervisor and to work study coordinator in the Office of Financial Aid.

Violation of this code will lead to dismissal consistent with the personnel policies of this University. Additionally, judicial sanctions may be considered according to the student judicial policy of this University.

I have read and will comply with Farmingdale State University Code of Responsibility and Confidentiality for security and/or data files.

Acknowledged by

Date