



# COLLEGE OF GRADUATE STUDIES

6300 Ocean Drive, Unit 5843, Corpus Christi, Texas 78412-5818

## CONFIDENTIALITY AGREEMENT

I understand that any unauthorized disclosure of confidential student information is illegal as provided in the Family Educational Rights and Privacy Act of 1974 (FERPA) and in the implementing federal regulations found in 34 CFR Part 99. FERPA is specifically incorporated into the Texas Open Records Act as an exception to records which are subject to disclosures to the public (Article 6252-17A, Section 14(e), Vernon's Code Am.)

In addition, I understand that any data sets, scores or output reports that I, or any authorized representative, may generate or receive using my password(s) are confidential and that the data are to be protected. I will not distribute to any unauthorized person any data sets, scores, or reports, which I have access to or may generate using confidential data. I understand that I am responsible for any computer transactions performed as a result of access authorized by use of my sign-on(s)/password(s.)

I understand that I become the custodian of any and all sensitive data sent to me and that I am solely responsible for securing sensitive data at all times. Sensitive data includes any personal information that may subject the student/person to identity theft. On the TAMUCC website, sensitive information is defined as any information identifiable as "Confidential Information," "Mission Critical Information," or "Restricted Personal Information" as outlined by the Texas Administrative Code 202.1 and the Texas Code of Criminal Procedure Article 2.29.

I understand that any sensitive data must be encrypted if stored electronically.

I also understand that failure to observe these restrictions constitutes a "Breach of Computer Security," as defined in the Texas Penal Code Chapter 33.02,B, and that such an offense constitutes a Class A misdemeanor.

I have read and understand the University Procedures for Security of Electronic Information Resources located at [http://academicaffairs.tamucc.edu/Rules\\_Procedures/](http://academicaffairs.tamucc.edu/Rules_Procedures/), Section 21.01.03.C2.

Printed Name
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Signature	Date
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