As a user of information in the College of Veterinary Medicine you may develop, use, access, or maintain confidential information of a sensitive, proprietary, or protected nature (“Confidential Information”). Such Confidential Information may include: (1) patient/client information (for health care, quality improvement, peer review, education, billing, reimbursement, administration, research, or other purposes), (2) confidential personnel information (for employment, payroll, or other business purposes), or (3) confidential business information of the College and/or University and/or third parties, including third party software and other licensed products or processes.

This Confidential Information from any source and in any form, including, but not limited to, paper record, oral communication, digital image, audio recording, and electronic display, is strictly confidential and must be treated in accordance with these Guidelines. Access to Confidential Information is permitted only on a need-to-know basis and limited to the minimum amount of Confidential Information necessary to accomplish the intended purposes of the use, disclosure or request.

Users, including faculty, staff, students, volunteers, and outside affiliates, must respect and preserve the privacy, confidentiality, and security of Confidential Information. Violations of these guidelines include, but are not limited to:

- Accessing Confidential Information that is not within the scope of your duties;
- Misusing, disclosing without proper authorization, or altering Confidential Information;
- Disclosing to another person your user name, password, or other personal identifier for accessing Confidential Information or for physical access to a restricted area;
- Intentional or negligent mishandling or destruction of Confidential Information;
- Disclosing patient/client images or Confidential Information in public places such as social networking sites;
- Accessing a secured application or restricted area without proper authorization or for purposes other than official College business; or
- Attempting or encouraging another to do any of the foregoing.

Violation of these guidelines may constitute grounds for student disciplinary action, corrective action up to and including termination of employment, and/or loss of CVM privileges or rights in accordance with College policies and procedures.

*Individuals are encouraged to report violations of these guidelines to the CVM HR Director, the department Chair/Director and/or the Associate Dean for Student Affairs.*

*For violations committed by faculty, staff, graduate students, residents, interns, volunteers, and/or temporary faculty/staff, please contact the College HR Director at 614-292-3638.*
For violations committed by veterinary students or student groups, please contact the Associate Dean for Student Affairs at 614-292-8831

READ CAREFULLY: I have read and agree to comply with the terms of the College of Veterinary Medicine Confidentiality Guidelines. I understand that if I fail to comply with the terms of these Guidelines, I will be subject to the appropriate corrective or disciplinary action.

Signature/Date

Employee ID/Student ID: __________________________ Date Signed: __________________________

Classification:

☐ Faculty      ☐ Staff      ☐ Student      ☐ Other

Received By: __________________________ Date Received: __________________________

(HRP – This form is to be placed in the employee’s personnel file)

PRINT THIS PAGE OFF AND SUBMIT IT TO YOUR DEPARTMENT HUMAN RESOURCES PROFESSIONAL