STUDENT INFORMATION SYSTEM (SIS) CONFIDENTIALITY STATEMENT

This confidentiality statement applies to Student Information System (SIS) student data from any system including:

- Student Information Service Centre (SISC)
- Faculty Service Centre (FSC)
- E-Payment

The information contained in the SIS, SISC, E-Payment, and FSC is subject to the BC Freedom of Information and Protection of Privacy Act (the “Act”). Under section 30 of the Act, UBC and its employees have an obligation to protect personal information from unauthorized access, collection, use, disclosure or disposal. For further information on the Act, please see the Office of the University Counsel website at: http://universitycounsel.ubc.ca/access-and-privacy/

Please read the following policy information:


Policy104 – Acceptable Use and Security of UBC Electronic Information Systems
http://universitycounsel.ubc.ca/files/2013/06/policy104.pdf

I understand that I will be responsible for the confidentiality and security of student records by ensuring that:

- Information is shared only with other authorized users.
- Information displayed on, or exported from, my computer must not be visible to unauthorized users.
- Information will be used only for the purpose it was collected.
- Account security is strictly enforced. I will not share my computer account. I will change my password regularly.
- Improper manipulation of the data does not occur.
- Information will remain private, secured and destroyed as per University Policies and the IT Security Manual.

I have read and understand these conditions and agree to abide by them. (Please print)

Applicant name

Department

Phone

Applicant signature Date
This confidentiality agreement should be kept in the employee’s file during the period of employment, and for one year thereafter.