



## Confidentiality Agreement for Access to Banner and ODS

### *Background:*

Banner is the data system wherein all electronic personnel records are stored and from which Payroll is generated. ODS is the data storehouse that is used for writing reports from the Banner data. Included are records of employees, retirees, former employees, student workers, and former student workers. Certain employees of CSM have jobs whose duties include the entry, processing and use of these electronic records. Many of these records contain personal information about employees and are confidential and private. Additionally, because the system creates pay, access to records must be limited and monitored. Access may only be granted if the access is consistent with appropriate separation-of-duties safeguards, as well as with internal policies and procedures regulating the entry, use or viewing of such records. Employees whose jobs require working with or using the data contained within the HRS or Banner systems will be given access only to that information necessary for the performance of their jobs.

### *Agreement:*

By my signature below, I understand that my work requires me to access certain personnel records or the processes necessary to use such records. In the course of performing my job, I understand that I will have access to, use, and become aware of information regarding employees and applicants that is confidential. I understand that unauthorized disclosure of such information is not permitted. Further, I understand that when working with such information, I must take active steps to safeguard such information from the casual observation by others who are not authorized to see the information. I agree that any confidential information I am using or accessing will be safeguarded or put away in the event that I leave my work area. Further, I agree that I will not disclose or otherwise share confidential information in any manner with those not authorized to have such information. I also understand and agree that I may not inappropriately perform operations within Banner or ODS that are outside of the scope of my job duties. I understand that compliance with the above and my completion of this agreement constitute terms and conditions of my employment with the Colorado School of Mines. I also understand and agree that violation of these restrictions can lead to disciplinary action and the possible termination of my employment with the Colorado School of Mines.

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Printed Name

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Date

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Signature

Cc: Personnel file