

# CONFIDENTIALITY STATEMENT

1. As a Northeastern Oklahoma A&M College employee working in the offices on campus, you may have access to private, confidential, or sensitive information including, but not limited to student records, private communications, academic records, and payroll information.
2. Accessing, using and/or disclosing such information for any reason other than the legitimate pursuit of your employment duties, using another person's sign-on identification and password for accessing electronic or computerized records, leaving secured paper work unattended while signed on or attempting to access a secured application without proper authorization, constitutes misuse.
3. Any misuse or unauthorized release of such information, either during your employment at NEO A&M College or subsequent to the conclusion of your employment at NEO A&M College may be grounds for discipline, and/or the initiation of legal actions against you.

I have read, understand, and agree to comply with these stipulations.

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Print Name

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Signature

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Date