FAU College of Medicine Support Center

Privacy, Confidentiality, and Information Security Agreement

Jeff Clark - 2026-11-25 - COM Policies

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Privacy, Confidentiality, and Information Security Agreement

For Patient, Confidential, Restricted and Proprietary Information
FAU and College of Medicine - Computing Resources and Devices

All FAU College of Medicine workforce members (including faculty, staff, students, residents, temporary, volunteers, and other persons who perform work for FAU College of Medicine) are personally responsible for ensuring the privacy and security of all patient, confidential, restricted, research data, student information or proprietary information to which they are given access (referred to throughout this document as protected information).

I understand and acknowledge the following:

Policies and Regulations:

- I will comply with all FAU and FAU College of Medicine policies governing privacy, security and protected information.
  - Privacy: https://www.fau.edu/policies/index.php
  - COM Information and Data Security Policies: http://med.fau.edu/pdfs/COM_Information_and_Data_Security.pdf
- I will report all concerns about inappropriate access, use or disclosure of protected information, and suspected policy violations to both FAU Compliance Officer and FAU College of Medicine IT Office.
- I will report all suspected security events and security policy violations to the FAU College of Medicine IT Office.

Confidentiality of Information:

- I will access, use, and disclose protected information only as allowed by my job duties and limit it to the minimum amount necessary to perform my authorized duties. I understand that my access will be monitored to assure appropriate use.
- I will maintain the confidentiality of all protected information to which I have access.
- I will only discuss protected information in the workplace for job-related reasons, and will not hold discussions where they can be overheard by people who have neither a need-to-know nor the authority to receive the information.
- I will keep patient information out of view of patients, visitors, and individuals who are not involved in the patient's care.
- I will use FAU-issued computing and technology resources (including desktop computers, email, laptops, tablets, mobile phones, printers, etc.), application systems, photographic, video, audio or other recording equipment only for job-related duties or under conditions expressly permitted by applicable institutional policy or law.
- If I am granted permission, as part of my duties, to take protected information and data off site, I will keep that protected information fully secured and in my physical possession during transit, never leaving it unattended or in any mode of transport (even if the mode of transport is locked). I will only take protected information and data off site if accessing it remotely is not a viable option.

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Computer, Systems, and Applications Access Privileges:

- I will only access the records of patients for job-related duties.
- I will not electronically access the records of my family members, including minor children, except for assigned job-related duties. This also applies in cases where I may hold authorization or other legal authority from the patient.
- I will protect access to patient and other job-related accounts, privileges, and associated passwords:
  - I will commit my password to memory or store it in a secure place;
  - I will not share my password;
  - I will not log on for others or allow others to log on for me;
  - I will not use my password to provide access or look up information for others without proper authority.
- I am accountable for all accesses made under my login and password, and any activities associated with the use of my access privileges.
- I will only use my own credentials in accessing patient accounts and/or systems as provided to me for my job duties.

Computer and Device Security:

- I will adhere to the mobile device management (MDM) security solution implemented by the FAU College of Medicine IT Office.
- I will store all protected information on secured systems, encrypted mobile devices, or other secure media.
- I will not change my FAU College of Medicine device configuration unless specifically approved to do so.
- I will not disable or alter the anti-virus, mobile device management (MDM) and/or other protections placed on my FAU-issued device.
- I will log out or lock computer sessions prior to leaving a computer.
- I will use only licensed and authorized software;
  - I will not download, install or run unlicensed or unauthorized software on desktops and laptops.
  - Workforce members may choose to install apps on their mobile or tablet devices if they are either educational-based, part of classroom exercises, being used for official business, educational or research purposes.
  - No gaming software is permitted unless approved by the curriculum and COM IT.
- I will use administrative permissions only when I am approved to do so and when required by job function;
  - If I perform system administrator function(s) I must use designated administrative accounts only for system administrative activities and use non-administrative user accounts for all other purposes.
- If I use a personally-owned computing device for FAU College of Medicine educational, research or business operations, I will not connect it to the FAU Network unless it complies with the same security requirements in the *COM Information and Data Security Policies* manual.

My responsibilities involving protected information continue even after my separation from FAU College of Medicine and I understand that it is unlawful for former workforce members to use or disclose protected information for any unauthorized purpose.

In addition to those times where access to work files and FAU devices (including, but not limited to, desktops,

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laptops, tablets and phones) are necessary, in accordance with IT policies, authorized administrators shall have full access to employee's files on all FAU-issued devices during the time of employment or education with the Charles E. Schmidt College of Medicine and upon resignation, separation or termination.

Failure to comply with this agreement may result in disciplinary action up to and including termination of my status as a workforce member. Additionally, there may be criminal or civil penalties for inappropriate uses or disclosures of certain protected information.