

The Helio campus data warehouse information can be used to inform data driven decisions. It can impact the effectiveness and efficiency of the entire University. Helio Campus provides actionable data along with its benchmarking platform, provides the tools needed to do more with less.

Date: _____

Name: _____

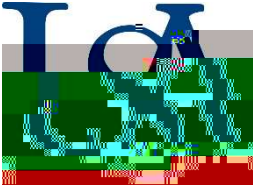
J# J00 _____

Position/Title: _____

Department: _____

College: _____

The Office of Academic



**AGREEMENT BY EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND
PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY,
STAFF AND UNIVERSITY**

I _____ (print name), understand that in my capacity as an employee at the University of South Alabama (USA), I may have access to confidential and private records of students, faculty and staff and/or pertaining to the University. I understand that, under federal law and university policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at USA. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or dismissal from USA.

Employee Name (printed): _____ J# J00 _____

Employee Signature: _____

Date: _____