



Confidentiality and Security Agreement

The Florida State University College of Criminology and Criminal Justice (hereinafter referred to as "CCCJ") has a moral and legal responsibility to safeguard the confidentiality and security of research, operational, proprietary, and employee data along with intellectual property derived from data analysis. This data may include but is not limited to, Human Subject Related non-identifiable or identifiable health, behavioral, criminal, geographical, or education data. This agreement applies to all persons, including but not limited to, employees, volunteers, students, researchers, and third parties, whether temporary or permanent, paid or not paid, visiting, or designated as associates, who are employed by, contracted to, in partnership with, or under the direct control of the CCCJ. This agreement also applies to users of CCCJ information systems, and the information contained therein, whether the user is affiliated with the CCCJ or not, and whether access to or use of information systems occurs locally or from remote locations. I hereby understand and acknowledge that:

1. I have read, understand, and shall comply with **Section 2.1** and **Section 3.3** of the CCCJ Information Security Policy which explains my responsibilities and requirements for accessing CCCJ resources.
2. I shall comply with all CCCJ (<https://criminology.fsu.edu/it-policies>) policies, Florida State University (<https://its.fsu.edu/about-its/it-policies>) policies, and state and federal laws related to the security, privacy, and use of University information resources.
3. I shall respect and maintain the confidentiality of all discussions, deliberations, and any other information generated in connection with the analysis, research, and/or peer review activities. It is my personal obligation to protect, through the execution of reasonable steps, the confidentiality, integrity, and privacy of all.
4. I agree to not access data or information unless I am explicitly authorized to do so.
5. I will not download or share any information or data, under any circumstances with anyone, without written authorization to do so.
6. I will not attempt to identify individuals or publicly release data that may lead to the identification of individuals.
7. I will not leave my computer unattended while connected in a physical or remote session.
8. In the absence of stated guidance or without a clear indication of sensitivity, I will treat and handle all data as if it were sensitive.
9. I agree to maintain the confidentiality and privacy of all data and information even after my period of contract, partnership, or employment with the CCCJ.

10. I will report any suspicious behavior and suspected data privacy or security violations to the CCCJ immediately.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. I understand that violation of this agreement may result in a violation of state and/or federal law and may subject me to disciplinary action, up to and including possible criminal and/or civil action.

Printed Name

Signature

Date

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective as of the signature date above.

CCCJ Information Security Manager

Printed Name

Signature

Date

Sponsor, Principal Investigator, or Data Owner Signature

Printed Name

Signature

Date