Washington State Board for Community & Technical Colleges
Employee Notice of Nondisclosure

This Nondisclosure Agreement is entered into by and between the Washington State Board for Community and Technical Colleges (SBCTC) and each individual institution's ctcLink query developer and dataLink user for the purpose of preventing the unauthorized disclosure of information stored within the ctcLink system. The ctcLink system contains college information related to students, employees and finances. The ctcLink system infrastructure includes not only the production, development and test environments but also the replicated data stored in the dataLink databases. The SBCTC administers the ctcLink and dataLink systems that contain the college owned information.

I understand that I will be working directly or indirectly with information in the ctcLink system and that the term "information" includes all data stored within the ctcLink and dataLink systems.

I understand that the ctcLink system includes or will include information for all institutions in the Washington community and technical college system. There are protocols in place to prevent one college from accessing another college's data, however all data is stored within a single database. If, despite the existence of protective protocols, data becomes accessible between institutions, it is imperative that I report unintentional access to another institution's information so that the issue can be resolved immediately.

I understand that my authorization to access data is limited to the specific information needed in the performance of my job duties. Specific data items in the ctcLink system, including but not limited to, personal information of employees, personal information from student records, financial and proprietary data, and medical data, may be protected under various state and federal laws.

I further understand that I am prohibited from directly or indirectly making any unauthorized disclosure of any such information to any other person or entity and I affirm and promise that I will not do so by complying with the following guidelines:

1. I will not purposefully access, use or publish another institution's information.

2. I will access and retain data only for the period of time necessary to perform the job duties requiring me to access this data.

3. I will not make any public disclosure or publication whereby individuals could be identified without the explicit authorization from my institution's administration.

4. I shall contact SBCTC immediately at dataservices@sbctc.edu if I erroneously come into contact with another institution's information.

Any disclosure of information contrary to above is unauthorized and may trigger sanctions under state and federal law. Unauthorized disclosure of any confidential information will be referred to the employer for potential discipline and may be referred to the State Executive Ethics Board under RCW 42.52.050.

This agreement is effective during the entire course of the individual user's employment in the college system.

Electronic signatures are acceptable.

I have read and understand the above Notice of Nondisclosure.

_____   _____
Printed Name   **Institution**

_____   _____
Signature   **E-mail Address**

_____
Date

One of the following signatures are required:

_____   _____
Institution's IT Director's Signature   **E-mail Address**
(for dataLink)

_____
Date

_____   _____
Institution's ctcLink Reporting Lead signature   **E-mail Address**
(for ctcLink Query Developers)

_____
Date