

ACKNOWLEDGEMENT OF PROFESSIONAL CONFIDENTIALITY AND RESPONSIBILITY

This statement is to be agreed to and signed by any Kennesaw State University employee having access to the PeopleSoft Enterprise Resource Planning (ERP) database via computer at Kennesaw State University.

Statement: As an employee of Kennesaw State University, I am aware that the employee and financial (accounting, purchasing, asset management) records are confidential and I agree to keep them confidential. This statement is not intended to interfere with the normal operation of my duties as an employee of Kennesaw State University nor with the operation of the Georgia Open Records Laws. I understand that although certain records may be obtained under the Open Records Laws, I must still hold the records confidential. All Open Records Laws Requests must be in writing and should be forwarded immediately to the Office of Legal Affairs or to the President's Office prior to any response from a KSU employee.

By my signature, I acknowledge and agree that I am aware of the regulations set out above, violations of which may result in disciplinary actions up to and including dismissal from the University and/or employment.

NAME Please Print Last, First, Middle

DATE

Department on Campus

NAME - Signature

DATE

Supervisor's Signature

DATE

PeopleSoft Security Administrator

DATE

Distribution: Personnel Office
Security Administrator