

ST. PETERSBURG COLLEGE
Protection of Information and ACCESS Agreement

Information contained in the Financial, Human Resources/Payroll, and Student System databases and files (whether electronic or hard copy) may only be used, released or shared by authorized personnel in accordance with College procedures. Access to this information is given on a need-to-know basis only. You are being (or may be) given specified access because your Supervisor has determined that you will need this information in order to perform the duties of your position. It is your responsibility to treat this information as confidential and, as such, the information is not to be discussed with or disseminated to others, either within or outside the College unless authorized.

It also is your responsibility to report any student, or someone on behalf of a student, who approaches you directly or indirectly seeking an unauthorized grade change or an undocumented (without proper paperwork) change on the student's records.

Failure to use this information as described or to promptly report unauthorized requests or changes to this information is cause for disciplinary action up to and including termination of employment.

I have read, understand and agree to comply with this Protection of Information statement.

Signature	Printed Name	Date