



## Banner Human Resources Management System (HRMS) User Statement of Confidentiality and Responsibility

Wayne State University has a responsibility to protect our employees, customers and students legal right to privacy of their personal information under our custody and control. We further recognize that we have an obligation to inform our employees, customers and students that there are specific circumstances that override an individual's right to privacy when personal information will be shared with individuals with an authorized requirement for that information. In all circumstances, Wayne State University recognizes the value of an individual's personal information, which must be collected, used, disclosed and protected appropriately.

The purpose of this statement is to provide a framework for the consistent management of personal and business information collected, used, disclosed and protected by the users of Banner HRMS in accordance with the principles and requirements of various state and federal laws and University policy, including but not limited to the Bullard-Plawecki Employee Right to Know Act, the Michigan Freedom of Information Act (MIFOIA), the Federal Educational Privacy Rights Act (FERPA), Health Insurance Portability and Accountability Act of 1996 (HIPAA) and other standards of practice.

Personal information obtained in the course of utilizing Banner HRMS regarding University employees in the performance of Human Resource business must be held in confidence. All reasonable measures must be taken to ensure that personal information is collected, used and disclosed only in circumstances necessary and authorized for employment, research, education, or as necessary in the conduct of the business of the organization. Use, sharing or disclosure of information must be in accordance with the appropriate state and federal laws and University policy and business practices. Disclosure of employee information for other than that purpose, or as authorized by the appropriate legislative act (i.e. FOIA, FERPA, HIPAA) without informed employee consent is a breach of privacy and confidentiality.

Intentionally viewing confidential information that is not necessary to perform an individual's role is considered a breach of confidentiality even if that information is not disclosed to another party. Confidential information must not be discussed in any physical location where others, not entitled to receive that information, are present and likely to overhear, unless required to do so in order to fulfill one's professional role, by law or with permission from an authorized individual.

Individuals will be held accountable for breaches of confidentiality. Breaches of confidentiality include intentional and unauthorized access to, use and/or disclosure of, confidential information. If it is established that a breach of confidentiality has occurred, those individuals deemed responsible may be subject to discipline up to and including termination of employment, cancellation of security access, and withdrawal of privileges to such information and/or legal action. All Banner HRMS users have a responsibility to report breaches of confidentiality without fear of reprisal.

### Acknowledgement of Confidentiality

I, \_\_\_\_\_, hereby acknowledge that I have read and understand the Banner HRMS User Statement of Confidentiality and Responsibility concerning my responsibilities regarding information obtained during the course of utilizing Banner HRMS. I further acknowledge that I have read and understand the consequences for breach of these policies.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Banner ID or Access ID

\_\_\_\_\_  
Classification Title

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date