



# College of Veterinary Medicine

## Policies and Procedures

Subject: ***Statement of Confidentiality***

Section: *Animal Health Center Administration*

Number: *CVM 6.1.09*

Pages: *2*

Date: *2012*

Replaces Policy Dated:

To Be Reviewed Yearly by: *AHC Director*

Source:

### **Statement of Confidentiality**

All Staff and Students in the Animal Health Center will sign a Statement of Confidentiality. It reads as follows:

During the course of my employment/education or other relationship with CVM, I agree to:

- 1) Only access information and data necessary to do my legitimate work and educational activities.
- 2) Not discuss or share patient, client, employee, or vendor contractual information with another individual unless it is necessary for either learning or teaching purposes or for that individual to perform their work activities and they are authorized to have access to the information.
- 3) Exercise discretion in conducting conversations or acting in a manner which would reveal confidential information while in public or semi-public areas such as elevators and cafeterias.
- 4) Prevent unauthorized persons from accessing and viewing patient, client, or employee data by not leaving patient information or medical records on computer screens, printers, or fax machines unattended in public or semi-public areas.
- 5) Inform my supervisor or instructor if I have reason to believe that anyone may have learned or has used my security code for accessing computer systems at the CVM.
- 6) Inform my supervisor or instructor if I observe untrained or unauthorized persons harming or accessing any CVM computer systems through inappropriate use.
- 7) Use all property, data, and products including computer software in accordance with the applicable licensing agreements, lease agreements, and contracts.
- 8) I acknowledge that, if I violate any element of this agreement, I will be disciplined in a manner consistent with Mississippi State University College of Veterinary Medicine Honor Code or Human Resources Policy.
- 9) Direct questions about confidentiality of information to my supervisor or instructor.

Approved: Gary J. Burt, Director 8/27/12  
Gary J. Burt, Director  
Animal Health Center  
College of Veterinary Medicine  
Date

Approved: Kent H. Hoblet 9/19/12  
Kent Hoblet, Dean  
College of Veterinary Medicine  
Date