



Privacy Protection of Non-Public Financial Information

I am an employee of Centenary University and I acknowledge that I have been informed of the requirements of the Gramm/Leach/Bliley Act (GLBA) of 1999 which prohibits the unauthorized disclosure of non-public financial information.

The objective of the Gramm/Leach/Bliley Act of 1999 is to ensure the security and confidentiality of consumer records and information, to protect against any anticipated threats to the security or integrity of such records, and to protect against unauthorized access to, or use of such records or information that could result in substantial harm or inconvenience to any customer. Consumer information means any paper or electronic record containing non-public personal information about a customer that Centenary University handles and maintains. Consumer information includes any personally identifiable information provided by employees, students or others in order to obtain a financial product or service from Centenary such as loan applications, credit card numbers, account history and related consumer information.

The following is a list of potential threats to consumer financial information:

1. Unauthorized access to printed or electronic data;
2. Unauthorized use of another user's account and password;
3. Unauthorized viewing of printed or computer displayed financial information;
4. Improper storage of printed financial data;
5. Unprotected documentation usable by intruders to access data;
6. Improper destruction of printed material;
7. Improper oversight of service providers.

I understand that information regarding customer financial information (students and their families, employees, or others), to which I may have access as part of my job responsibilities as an employee, is strictly confidential. This information may not be released to anyone other than those authorized to receive such information. If I have doubt as to the authorization of a person to receive such information, I understand that I must first speak with a supervisor. I further understand that if I release any information in violation of this law, I may be subject to disciplinary action.

Employee Signature

Printed Name

Date

Please return this completed, signed form to the Human Resources Department.