



Avicenna International College

AIC Rules and Protocols

R-111

“Student and Employee Confidentiality Agreement”

Students and employees of Avicenna International College may be entrusted through the course of their study or work with “Confidential Data” including protected, sensitive, or Personally Identifiable Information regarding students, parents, staff, faculty, alumnae, donors, and volunteers. This type of information is protected by the AIC policy and by EU laws (GDPR).

“Personally Identifiable Information” includes any information that identifies or describes the individual or data. Examples include but are not limited to social security numbers, credit card, and debit card numbers, financial or bank account numbers and routing information, driver’s license numbers and state identification card numbers, and medical records (including pharmaceutical records). Such data combined with an individual’s first and last name (or first initial and last name) qualifies as “Personally Identifiable Information”.

Accessing, using and/or disclosing “Confidential Data” or “Personally Identifiable Information” by a student or AIC employee or anyone who may get access to such data, for any reason other than the legitimate pursuit of the individual’s employment duties or in ways that jeopardize the security of such information constitutes misuse and will be a subject of legal prosecution.

All AIC students and employees are charged with safeguarding the AIC network and may not disclose their login credentials. Access to any AIC system with a student or an employee’s login (username and password) is the responsibility of the student and employee. Students and employees are also responsible for immediately reporting to the President Office the (suspected or actual) use of their login by someone other than themselves.

An employee's access to "Confidential Data" or "Personally Identifiable Information" of AIC is conditioned upon the employee's acceptance of the obligations described in this Confidentiality Agreement. The employee's obligation to protect such confidential or sensitive information continues after termination of employment. Any misuse or unauthorized release of such information, either during or subsequent to the conclusion of employment with Avicenna International College, may be grounds for legal action and/or disciplinary action up to and including termination from employment.

Students and employees of AIC and all those who may be in contractual relationship to AIC, upon accepting the student or employee status with AIC, understand and agree that having access to "Confidential Data" or "Personally Identifiable Information" does not grant them permission to actively seek, examine, use, transmit, share, copy or change such information and that they can only actively seek, examine, use, transmit, share, copy or change such information if such permission has been granted by either the President of AIC or the Managing Director or Principal of AIC and only when such examination, review, or use is necessary for the performance of duties and responsibilities of an employee of AIC.

Students and employees of AIC have read the "Student and Employee Confidentiality Agreement" and understand that unauthorized use or disclosure of "Confidential Data" or "Personally Identifiable Information" will result in disciplinary action up to and including termination of student or employment relationship with the possible imposition of legal liability pursuant to applicable laws. Students and employees also understand that their obligation to protect AIC data continues after separation from AIC.