

College Operating Procedures (COP)



Procedure Title: Non-Disclosure Agreement
Procedure Number: 02-0402
Originating Department: Technology Services

Specific Authority:

Board Policy
Florida Statute 1001.65
Florida Administrative Code

Approved: Adopted: 05/12/2009; 07/1/2009; 11/14/2013

Purpose Statement: Confidential, personal and sensitive data must be protected from release by non-Florida SouthWestern State College employees.

Guidelines:

Individuals who are not employees of Florida SouthWestern State College must sign and submit the attached form ([Non-Disclosure Form](#)) in order to receive access to view confidential college electronic data.

Procedures:

- A. Individual requesting access fills out NDA form.
- B. If needed, a member of the Information Technology Department ("IT") will complete additional information on the NDA request form.
- C. The data access requestor will electronically sign and return the Agreement.
- D. The IT department head or designee will sign the Agreement for the College.
- E. IT will maintain a central file of completed forms.
- F. IT will ensure that the access is discontinued on or before the final access date listed on the Agreement.
- G. Non-Disclosure Agreement, Form [Non-Disclosure Form](#)