



PRAIRIE COLLEGE

CONFIDENTIALITY AND LIABILITY STATEMENT FOR STAFF, FACULTY, AND STUDENT ASSISTANTS

From the Registrar.

You must sign this sheet and return it to the Registrar's Office before we will give you access to the Populi and/or Brightspace systems. Please keep a copy for reference. A copy will be kept on your Populi record.

Since you have access to information stored in Populi, the Institute's computer records system, and/or Brightspace, the Learning Management System, we wish to remind you that the confidentiality of such information is protected by law. You are required to follow these rules:

1. The only records you may view are those connected with your duties as a faculty or staff member or student assistant.
2. You may view only those parts of such records as are necessary for the fulfilment of your duties.
3. You may share information stored in Populi and/or Brightspace only with those who have a right to know. Refer doubtful requests to the Registrar's Office.
4. Whenever you are going to be away from your computer, log out of the Populi and/or Brightspace systems.
5. Make sure that personal records and information are not visible on-screen while students, faculty, staff, or visitors are in your office.
6. Do not store your Populi/Brightspace/Prairie Gmail password(s) on any shared computer.
7. Do not share your login information with anyone.
8. Do not give access to Populi or Brightspace to any unauthorized person. Refer them to the Registrar's Office.

You will be subject to disciplinary action, up to and including dismissal and other administrative and legal action, for breaking any of these rules.

I have read the statements above, and I agree to comply with them, and with the other provisions of applicable law as I am informed of them from time to time, to the best of my ability.

Print Name:

Signature:

Date:

Witness (Registrar):