Print Form

High School Grant Delivery System (GDS) - WebGrants

Information Security and Confidentiality Agreement

A signed Information Security and Confidentiality Agreement (the "Agreement") is required by the California Student Aid Commission from any Institution accessing the GDS - WebGrants system.

High School Name	**College Board Code**	**CDS Code**	
Western Association of Schools & Colleges (WASC) Code ***(or other Eligible Regional Accreditation Association Code)***	**Regional Association Name** ***(if other than WASC)***	**Regional Association Contact Number** ***(if other than WASC)***	
High School Address	**City**	**State**	**Zip Code**

The High School listed above agrees to comply with the following requirements as a condition of gaining access to the GDS - WebGrants System of the California Student Aid Commission (the Commission):

1. Passwords and user identification numbers (IDs) are to be treated as confidential information. School employees shall not share passwords and IDs.
2. The high school's Principal will designate another individual as the high school's System Administrator. The System Administrator will be granted the authority and responsibility to create or disable individual user accounts for that high school's staff access to the GDS - WebGrants system. The Principal will not have this authority and responsibility.
3. Computerized files created pursuant to this agreement include confidential information. These files and the data contained within these computerized files will be maintained by the Commission consistent with federal and state privacy laws, and must be treated with the utmost confidentiality by all parties.
4. The high school shall take all reasonable precautions to protect the data in the system from unauthorized access, change or destruction. Data shall not be altered, destroyed, copied, uploaded, or downloaded from the system except as authorized in the approved External User Access Request forms.
5. The Commission reserves the right to revoke access to the GDS - WebGrants system to any high school or individual staff member without notice.
6. Within five (5) working days of notice, the System Administrator will disable the password and ID of any employee whose change in employment status or duties no longer requires access to the GDS - WebGrants system. Documentation of this action shall remain at the school.
7. The high school shall complete a new Agreement should the Principal or System Administrator leave the high school. The new Agreement must be filed no later than 5 days after a new Principal or System Administrator is appointed.
8. The high school shall comply with all federal and California information security and confidentiality laws, including the Comprehensive Computer Data Access and Fraud Act (California Penal Code Section 502) and Information Practices act of 1977 (Civil Code 1798 et. seq).
9. The high school shall ensure that information transmitted electronically or otherwise to the Commission has been examined and is complete and accurate to the best of its knowledge. No faxes, unencrypted email or storage media containing confidential information shall be sent to the Commission. Decryption keys shall not be sent with the encrypted data.

I, the undersigned, certify that I am the Principal of the high school listed above and am authorized to act on its behalf. I have read and understand this agreement and certify that this high school is a WASC accredited or otherwise regionally accredited as required by ***Title 5, California Code of Regulations, Section 30008*** *and that its authorized users will comply with the requirements stated herein. As the high school's Principal, I hereby designate the individual identified below as this high school's System Administrator*

Signature - High School Principal	Print Name	**Date**
E-Mail Address	Telephone Number	Fax Number

I, the undersigned, certify that I am the System Administrator for this Agreement. I have read and understand this agreement and certify that I will comply with the requirements stated herein.

Signature - High School System Administrator	Print Name	**Date**
E-Mail Address	**Telephone Number**	**Fax Number**

High School Grant Delivery (GDS) - WebGrants
School Information Security and Confidentiality Agreement

Policy

The California Student Aid Commission (the Commission) and the high school have a joint responsibility to protect the integrity and confidentiality of the data in the Commission's database. This is vital to the privacy of individual students. The GDS - WebGrants system must be maintained in a legal and ethical manner.

> ***Article 1, Section 1, of the Constitution of the State of California defines pursuing and obtaining privacy as an inalienable right.***

The high school must:

A. Identify two authorized individuals at the high school, one who is the Principal and the other who will act as System Administrator. The System Administrator is to be designated by the Principal. The System Administrator will have the authority and ability to add or disable individual users at the high school campus; the Principal will not.

B. Complete, sign and submit an Information Security and Confidentiality Agreement and a System Administrator's Access Request Form. Both forms must be approved by the Commission prior to the high school gaining access to the GDS - WebGrants system.

C. Notify the Commission in writing within five (5) working days if the identity of the high school's System Administrator or Principal changes. If a new Principal is appointed: A new Agreement must be completed immediately and submitted to the Commission. If a new System Administrator is designated: A new User Access Request Form must be completed immediately and submitted to the Commission.

D. Establish administrative, technical and physical safeguards to protect the security and confidentiality of records, data and system access.

E. Within five (5) working days, disable the account of any individual who ceases employment or whose change in employment status or duties no longer requires access to the GDS - WebGrants system.

F. Notify the Commission immediately of any security or confidentiality violation(s) by contacting the Commission's ITS Help Desk at 888.294.0148, Monday - Friday, 8:00am - 5:00pm PST.

G. Establish training programs for high school employees regarding information security and confidentiality.

H. Retain a copy of the Information Security and Confidentiality Agreement and a copy of all past / current System Administrator's Access Request Forms. High schools are responsible for maintaining the names of all additional system users at their campus.

Mail forms to:

California Student Aid Commission
Information Technology Services Division
Attn: CSAC HELPDESK
P.O. Box 419026
Rancho Cordova, CA 95741-9026

Retain a copy of each individual's completed form.