

Employee Confidentiality Agreement

During the course of your employment with the STUDENT UNION, INC., you may have access to sensitive and or personal information regarding our clients, students and employees. Information may include, but is not limited to contract data, accounting information, and employee personnel history and files. Such information should be treated in a confidential manner and should not be part of any public or private conversation. With respect to these records and information, and all other confidential and proprietary STUDENT UNION, INC. information and records, the employee has read, understands, and agrees to the following:

I acknowledge the confidentiality of all student and employee information and records and other confidential and proprietary STUDENT UNION, INC. information and records. This information will not be revealed to or distributed to or discussed with anyone other than my supervisor and appropriate STUDENT UNION, INC. officials.

I will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by supervisor or appropriate STUDENT UNION, INC. official.

Personal or identifying information about STUDENT UNION, INC. employees (such as name, address, telephone, number, performance reviews, and salaries) will not be released to unauthorized individuals or agencies, without the consent of the Human Resources or other appropriately designated STUDENT UNION, INC. official.

I will access only information specified and authorized by my supervisor or appropriate University official. Access to information should be through normal departmental procedures for obtaining specific access to the information in written documents, computer files, student records, or other STUDENT UNION, INC. information.

I understand that information acquired during the course of my work assignments may not be utilized for personal gain or benefit.

All procedures, creative work, written documents, records, and computer programs are created and documented according to University policies and procedures. These materials are considered the property of STUDENT UNION, INC. and are not for public disclosure or use.

I _____ (employee name), understand that misuse of personal information or data obtained through my employment is a violation of these agreements and grounds for immediate disciplinary action, up to and including termination, and may also be subject to legal action.

Signature

Department

Date

Supervisor

Date

HR Director

Date