



CONFIDENTIALITY AGREEMENT

As a member of the Stevenson University community, (hereafter known as the "University"), I will be required to support a variety of University functions in the performance of my duties. These responsibilities may include access to confidential information about students, employees, alumni, and friends of the University, and records about financial, educational, personnel, medical, and academic matters from various media (paper and electronic) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and databases. By virtue of my employment at the University, I am accountable for the responsible use of University information and for ensuring the confidentiality, integrity, and accuracy of that information.

1. I acknowledge responsibility and accountability for maintaining the confidentiality of all information and records about students, employees, alumni and friends of the University, and other confidential and proprietary University information and records. This information will not be revealed, distributed, or discussed (even through casual discussion) with anyone or in any format, except as required in the normal performance of my duties.
2. I will not attempt to alter, change, modify, add, or delete information and documents related to students, employees, alumni and friends of the University, except as authorized in the performance of my duties by my manager or manager's designee. I will follow proper procedures for the disposal of confidential documents, as instructed and authorized by my manager or manager's designee. Under no circumstances am I authorized to alter, change, modify, add, or delete my own records or records of my family.