

## University of West Alabama Confidentiality Agreement

The undersigned employee, consultant, volunteer, or student understands and agrees as follows:

1. In the performance of my assigned responsibilities, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations. Examples include, but are not limited to:
  - Educational records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) (34 CFR Part 99)
  - Student or personnel information—employment records, social security numbers, grades, or other personally identifiable student information, performance evaluations, disciplinary actions, etc.
  - Patient information—medical records, physician-patient conversations, admittance information, patient/member financial information, other personally identifiable health information, etc.
  - Third party information—information protected by nondisclosure agreements or other contractual obligations.
  - University of West Alabama information—financial and statistical records, job applications, unpublished strategic plans, internal reports, memos, contracts, peer review material, and other intellectual property.
  - Third party information—computer programs, client and vendor proprietary information, source code, proprietary technology, etc.
2. I shall treat ALL information accessible to me in the performance of my assigned responsibilities as Protected Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my direct supervisor, \_\_\_\_\_. I shall use Protected Information for the sole purpose of performing my assigned responsibilities. I shall not disclose Protected Information to ANYONE without prior authorization from my supervisor, \_\_\_\_\_.
3. I shall not permit myself or another person to copy or reproduce Protected Information other than what is required in the regular performance of my assigned responsibilities.
- 4.

