



## Employee Confidentiality Agreement

As an employee of Oberlin College, during the course and scope of my employment I may encounter or gain access to sensitive and/or confidential information, including, but not limited to, records and data protected from disclosure by law, regulation, or College policy. I understand that unauthorized disclosure of Protected Information can negatively impact the College and others, and I agree to the following conditions and responsibilities of my employment:

1. I will treat all information accessible to me in the performance of my duties as Protected Information, regardless of the format (*e.g., electronic, paper, verbal*).
2. I will access and use Protected Information solely for the purpose of performing my job duties.
3. I will not communicate or disclose Protected Information to anyone without express prior authorization by my supervisor. This includes direct or indirect communication and disclosure by any means (*e.g., electronic, paper, verbal*).
4. I will not copy, reproduce, alter, delete, or enter Protected Information except as required in the performance of my job duties, and I will not allow anyone else to do so without authorization.
5. I will safeguard and keep confidential all passwords and other credentials required to access Protected Information.
6. I will respect the confidential and sensitive nature of all information available to me in my role and will not divulge any information to others outside of the office (*e.g., telling a friend, family member, another employee, etc.*).
7. I will report to my supervisor immediately any unauthorized use, reproduction, or disclosure of Protected Information by myself or others.

I understand that any breach of confidentiality or failure on my part to adhere to the above conditions of employment may result in disciplinary action, up to and including termination.

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date