



Office of Human Resources & Equal Opportunity

CONFIDENTIALITY STATEMENT

Employees entrusted with information of a confidential nature should not reveal such information to co-workers or others without proper authorization. The unauthorized release of confidential information from files, optical disc imaging system, electronic data, conversations, personal observations, or knowledge may result in disciplinary action up to and including termination.

I acknowledge and understand the University's confidentiality policy described above. I am aware that I will have access to information that is strictly confidential. I will handle and retain information in a secure work area, free from view of others, while in my possession.

PRINTED NAME

DATE

SIGNATURE

DATE

WITNESS

DATE