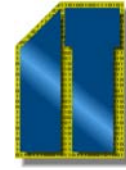




**County of Butler, Pennsylvania**  
**Information Technology Department**  
**Confidentiality Agreement**



**Background:**

The Butler County Information Technology Department employees are responsible for maintaining the confidentiality of the data with which they work and for keeping data secure and accessible only to those who have rights to this information.

We, the Information Technology staff members, routinely have access to highly sensitive information that could be considered unusual or of interest to other individuals both inside and outside of the County. Because of the sensitive nature of this information and in accordance with the trust placed in us by the County of Butler and our users, the Information Technology personnel must meet the highest standards possible for managing the County's information in a secure and professional manner.

Every Information Technology staff member is responsible for maintaining the confidentiality of data to which they may have access through privileged administrator rights. This includes protecting data from those who do not have authorization to see or access this information. No unauthorized user should see, hear or use user data without the written permission of the data owner or as authorized in writing by a Director with the authority to grant access. Information Technology staff members have responsibility for securing data both while it is in use by authorized users and when it is stored or archived.

If, at any time, data under the watch of Information Technology is thought to be compromised, either the Information Technology Director or the Butler County Commissioners' Office should be notified immediately.

**Understanding:**

In consideration of my initial or continued employment by the County of Butler, I understand and agree to the following:

1. I understand and agree that in the course of my employment activities I may have access to information, some or all of which may be confidential, whether or not it is labeled or identified as such. The context in which the County gives access to information will in general indicate the degree of confidentiality involved. Types of information considered confidential by the County of Butler and covered by this agreement may include but are not limited to:
  - Personal information (such as family, health, marital or financial status, home address, phone number, age, social security number, salary or compensation) about County employees, elected officials, associates, etc.
  - Computer network operations and security
  - Construction and building plans of facilities
  - Protected Electronic Health Information
  - Current or projected financial particulars of the County, including its payroll systems.
2. I understand and agree that having access to County confidential information does not grant me permission to actively seek, examine, use, transmit, share, copy, or change such information and that I will only actively seek, examine, use, transmit, share, copy, or change such information if it is in the exercise of my designated duties or such permission has been granted either by my supervisor or manager (or his or her designee), or by the department, individual, or entity that may be considered the keeper of such information for a specific purpose within a specific timeframe.



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3. I further understand that the County requires me to treat with the same degree of confidentiality, information proprietary to other parties to which I may also have access through my employment with the County of Butler. Such information includes but is not limited to:
  - o Employee private documents or communications
  - o Vendor proprietary information revealed under non-disclosure
  
4. If I am uncertain whether a particular piece of information or data is considered confidential, I understand and agree that I will resolve all uncertainties in favor of preserving the confidentiality of that item, and I will seek clarification from my supervisor before engaging in any conduct that might jeopardize the confidentiality of that item.
  
5. I understand and agree to abide by all of the County of Butler's policies and procedures at all times. I understand that this agreement is not a contract of employment and that it does not alter my status as an at-will employee of the County of Butler, except as provided for in an applicable Collective Bargaining Agreement or Memorandum of Understanding.
  
6. I further understand that if I violate these confidentiality provisions that I may be subject to discipline, up to and including termination of my employment.

**Agreement:**

By signing and dating this agreement in the spaces provided below, I certify that I have read this agreement; that I understand what I have read, and that I will honor the terms of this confidentiality agreement.

**I have read the above agreement and understand the condition of employment.**

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**Employee Name (Printed)**

**Date**-----

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**Employee Signature**

**Date**-----

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**Information Technology Director**