

BRIDGEWATER COLLEGE
CONFIDENTIALITY AGREEMENT

I understand that Bridgewater College has a legal and ethical responsibility to safeguard the privacy of all employees and students and to protect the confidentiality of their private information. Additionally, Bridgewater College must assure the confidentiality of its human resources, payroll, fiscal, research, computer systems, and management information.

In the course of my employment/assignment at Bridgewater College, I understand that I may come into the possession of employee/student private information.

I further understand that I must sign and comply with this agreement in order to get authorization for access to any of Bridgewater College's employee/student private information (PI).

1. I will not disclose or discuss any PI with others, including friends or family, who do not have a justifiable need to know. I understand that my personal access code, user ID(s), and password(s) used to access computer systems is also an integral aspect of this PI.
2. I will not access or view any PI, or utilize equipment, other than what is required to do my job.
3. I will not discuss PI where others can overhear the conversation (for example, in the hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). It is not acceptable to discuss PI in public areas even if an employee/student's name is not used. Such a discussion may raise doubts amongst the community about our respect for their privacy.
4. I will not make inquiries about PI for other personnel who do not have proper authorization to access such PI.
5. I will not willingly inform another person of my computer password or knowingly use another person's computer password instead of my own for any reason.
6. I will not make any unauthorized transmissions, inquiries, modifications, or purging of PI in Bridgewater College's computer system. Such unauthorized transmissions included, but are not limited to, removing and/or transferring PI from Bridgewater College's computer system to unauthorized locations (for instance, home).
7. I will not leave any computer unattended with my password active on the screen.
8. I will comply with any security or privacy policy developed by Bridgewater College to protect the security and privacy of PI.
9. I will immediately report to my supervisor any activity, by any person, including myself, that is a violation of this Agreement or of any Bridgewater College information security or privacy policy.
10. Upon termination of my employment, I will immediately return any documents or other media, containing PI to Bridgewater College.
11. I agree that my obligations under this Agreement will continue after termination of my employment.
12. I understand that violation of this Agreement may result in disciplinary action, up to and including termination of employment and/or suspension and loss of privileges, in accordance with Bridgewater College's Disciplinary Policy, as well as legal liability.
13. I further understand that all computer access activity is subject to audit.

By signing this document I understand and agree to the following:

I have read the above agreement and agree to comply with all its terms.

Signature of employee/student/volunteer _____

Print Name: _____ Date: _____

To Be Filed in Employee's Personnel Record

Orig 8/2004