

Confidentiality Agreement University Advancement



This Confidentiality Agreement acknowledges that in my role, I will have access to confidential, proprietary, and sensitive information. I acknowledge that respect for constituent privacy and safeguarding University data and systems is fundamental to University Advancement's integrity and operations. Therefore, in consideration of my employment or assignment with University Advancement, I agree to the following:

To ensure the privacy and security of data, I will:

- Access, distribute, use, and share University data only as needed to conduct University business as required by my position or assignment.
- Respect the confidentiality and privacy of individuals and organizations whose data I access.
- Report any suspected data breaches to University Advancement leadership.
- Report any missing data or devices or suspicious phishing incidents immediately to WashU IT Information Security.
- Secure my workstation when leaving it unattended.
- Abide by University Advancement data protection policies.

To ensure the privacy and security of data, I will NOT:

- Discuss verbally or distribute in electronic or printed form University data except as needed to conduct University business as required by my position.
- Gain or attempt to gain unauthorized access to University data or systems.
- Share my user ID(s) and password(s) with anyone or use anyone else's user ID(s) or password(s).
- Use or allow other persons to use University data or software for personal gain.
- Make unauthorized copies of University data or software.
- Engage in any activity that could compromise the security or confidentiality of University data.

I understand that if I violate this Agreement, I may be subject to disciplinary action, including termination of employment or assignment. I understand that my obligations to maintain confidentiality under this Agreement will continue even after my employment or assignment with University Advancement ends.