



Stanford University

Confidentiality Agreement

As a user of the Stanford University Financial Systems, including reporting, you are entrusted with confidential and sensitive information. This information includes, but is not limited to, personal and financial data. Individuals may not access such information or use information obtained in the normal course of their work for other than specific job-related purposes. It is essential that University employees honor the confidentiality of all sensitive information and use care in handling or disposing of such information so that it is not inappropriately disclosed. Those with authority to enter and maintain data must make every effort to prevent unauthorized, erroneous, or incomplete data entry.

Following are links to the current University policies that describe your responsibilities when dealing with this information:

Administrative Guide Memo 1, University Code of Conduct

Section 3: Confidentiality and Privacy

Section 1 c: Violations

<http://adminguide.stanford.edu/1.pdf>

Administrative Guide Memo 15.2, Staff Policy on Conflict of Commitment and Interest

Section 2.b: Confidential or Privileged Information

http://adminguide.stanford.edu/15_2.pdf

Additional University policies related to confidentiality exist and others may be added in the future. These policies must also be strictly followed.

Your signature below acknowledges that you have read and fully understand the importance of this work instruction and agree to follow it. You also understand that failure to follow it may result in disciplinary action, up to and including termination of employment.

Printed Name

Employee Number

SUNet ID

Signature

Date

Return Original to the Controller, 3145 Porter Drive, Corte Madera Building, First Floor
Attn: Debra King (MC 8440)

As of 7/28/08