



## Confidentiality Agreement

As a **Colby student employee**, you may work with or be exposed to sensitive data. Such data, including personal or private information concerning faculty, staff, students, or others associated with Colby will be referred to herein as “confidential” information. To protect Colby and others whose sensitive or confidential information you may be exposed to, we need you to read and agree to the following information:

I will use my access to confidential information for the sole purpose of conducting permitted Colby business and understand that the use of confidential information for personal or other unauthorized purposes is prohibited. As a student employee of Colby, I am entrusted to protect sensitive information, whether or not it is labeled or identified as such, and agree to abide by the following requirements:

- a. I will NOT access or attempt to access information that I am not authorized to access;
- b. I will NOT make unauthorized use of, or seek personal benefit from, any confidential information to which I have access;
- c. I will NOT disclose or provide access to confidential information to any person who is unauthorized to view such information.

By signing and dating this agreement, I understand the permissions and authorizations I have been given to confidential information, agree to these terms, and acknowledge that failure to do so may result in disciplinary action. I also understand that this agreement remains in effect continuously for the duration of my employment by Colby.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Department: \_\_\_\_\_