

Columbus State University
Confidentiality Agreement

I, _____, as an employee, student employee, work study student, volunteer, intern or co-op student of the _____ [Name of Department] at Columbus State University (CSU), I may have access to sensitive or confidential information. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

I understand that CSU expects me to hold in confidence any information I may become privy to in the course of my work, volunteer activities, work study, internship and/or co-op. Because this information is solely available to me as a result of my employment, work study, volunteer activities, internship or co-op, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, or which otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Examples of confidential information that I may become aware of during my employment, volunteer activities, work study, internship or co-op at CSU include, but are not limited to:

- Information regarding the financial circumstances, giving and payment records, or financial aid status of students, prospective students, employees, associates, donors, alumni, guests, and the family members of the aforementioned, as well as those of corporations and other organizations which have an established or potential relationship with CSU.
- Information from or regarding the educational records of students, prospective students, alumni, employees, donors, associates and guests of the College.
- Information regarding the physical or mental health or personal affairs of any of the aforementioned individuals.
- Information pertaining to CSU's finances or budget, public relations plans or details, communications plans or details, or other internal or sensitive institutional information
- Information regarding access to CSU's electronic files of any kind, and information pertaining to intellectual property of any kind, written or unwritten.

I further agree that during the term of my employment/association and following my separation with such employment/association, I will be bound by this agreement. I am aware that failure to abide by this agreement may subject me to disciplinary action up to and including my immediate termination from my position.

(Signature)

(Name)

_____, 2018
(Date)