

**University of Maryland University College
Confidentiality of Institutional Data**

As an employee of the University, you are regularly in possession of information about the University of Maryland University College (the "University"), its internal operations, its students and employees. The information that you will have as a result of access to University systems in connection with your assigned duties is part of the overall information before you as a member the University community. However the information that you will obtain through accessing the University's information systems includes human resources/payroll, financial and/or student information (collectively referred to herein as "Institutional Information") and is highly sensitive to the University. Therefore, given the nature of this information, this statement represents a good opportunity to review and acknowledge your existing obligation as a member of the University community to protect from disclosure and unauthorized use, any information, including the Institutional Information, that is or was learned, developed, conceived or prepared by the University or you in the scope of your employment with the University.

You acknowledge that, as an employee, you will maintain in strictest confidence and not disclose or use, either within the University or to third parties, either during or after your term of employment, any Institutional Information, whether or not in written form, except as authorized by the Vice President of Human Resources or the Vice Provost-Student Affairs and University Registrar, (or the designated process owners of the Human Resources and Student Administration modules), as appropriate, and then only to the extent required to perform duties on behalf of the University. Additionally, you acknowledge that you are not authorized to share system passwords with anyone. Any information or Institutional Information obtained from these systems is or may be protected by various privacy laws and shall not be used or disclosed for any purpose other than as a part of your assigned duties. Misuse or abuse of this access privilege is a serious matter, which may constitute a violation of applicable federal and/or state statutes.

You acknowledge that upon termination of your employment or at any time upon the University's request, you will promptly deliver to the University without retaining copies, all documents and materials furnished to you by the University or prepared by you for the University, or that otherwise incorporates Institutional Information.

Violations of this confidentiality could result in penalties, up to and including termination of employment and/or reporting to criminal authorities for prosecution.

By signing this form, you acknowledge that you have read the statement and that you understand your obligation as employee to maintain the confidentiality of any and all University data, including but not limited to the Institutional Information, and that you understand the associated penalties. This signed Confidentiality Statement will be maintained in your personnel file.

**Acknowledged:
Employee's Signature:**

Signature

Date

Print Name

**Received:
Office of Human Resources Signature:**

Date