Ball State University Employee Confidentiality Agreement

Supervisor's Department Supervisor Signature Date	
Employee Signature	
Employee Name (Printed)	Date
I have read the above agreement and underst	tand the condition of employment.
the Executive Director of University Compliance intentionally disclosing user data and/or information to be compromised through gross negligence with the compromise of the compromise and the compromise of the comprom	ation to unauthorized persons or causing information
thought to be compromised, either the	ity of is Chair/Dept Head or
information to unauthorized persons in any man written and oral communication, or other means	
the confidentiality of data to which they may ha This includes protecting data from those who do information. No unauthorized user should see, I of the data owner or as authorized in writing by	hear or use user data without the written permission a senior administrator with the authority to grant employees also have responsibility for securing
routinely have access to highly sensitive inform to other individuals both inside and outside of the	ation that could be considered unusual or of interest the University. Because of the sensitive nature of, its personnel unaging the University's information in a secure and
emplo confidentiality of the data with which they work those who have rights to this information.	byees are responsible for maintaining the and for keeping data secure and accessible only to employees
In accordance with the trust placed in us	by the University and our users,