



### Confidentiality Agreement

During the course of my employment with the California State University Maritime Academy, I may have access to sensitive and/or personal information regarding our students, employees, and applicants. Information may include, but is not limited to, confidential personnel data, employment applications, and files in various forms. Such information is treated in a confidential manner and should not be part of any public or private conversation. With respect to these records and information, and all other confidential and proprietary University information and records, I have read, understand, and agree to the following:

1. I acknowledge the confidentiality of all student, employee, and applicant information and records and other confidential and proprietary University information and records. This information will not be revealed to or distributed to or discussed with anyone other than my supervisor and appropriate University officials.
2. I will not attempt to alter, change, modify, add, or delete student, employee, or applicant record information or University documents unless specifically instructed to do so by supervisor or appropriate University officials.
3. Personal or identifying information about University employees and applicants (such as name, address, telephone, number, performance reviews, and/or salaries) will not be released to unauthorized individuals or agencies, without the consent of Human Resources or other appropriately designated University official.
4. I will access only information specified and authorized by my supervisor or appropriate University official. Access to information should be through normal departmental procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.
5. I understand that information acquired during the course of my work assignments may not be utilized for personal gain or benefit.
6. All procedures, creative work, written documents, records, and computer programs are created and documented according to University policies and procedures. These materials are considered the property of the University and are not for public disclosure or use.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with a manager or director within Human Resources prior to a decision to release the information.

I understand that the unauthorized release or removal of confidential records and information is strictly prohibited and grounds for immediate disciplinary action, up to and including termination, and may also be subject to legal action. Further, I understand that certain information is not authorized for release to other University employees unless there is a legitimate business need to know.

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

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

Administrator's Signature: \_\_\_\_\_ Date: \_\_\_\_\_