

Confidentiality Statement

“Brandeis University requires its community members to observe the highest level of confidentiality with respect to Brandeis information that they may handle about students, colleagues, and other members of the Brandeis community” as stated in the confidentiality section of the Brandeis University Business Conduct Policy.¹

I understand that as a an employee at Brandeis University, I share in the responsibility of safeguarding confidential information stored on Brandeis systems, including any information determined to be confidential by relevant government regulations as listed at the end of the Brandeis University Computer Policy.² This information may include, but is not limited to, academic records; Library patron records, personal information about students, alumni, staff, and faculty; payroll information; account passwords; and personal network use patterns. I will ensure that personal information, such as Social Security numbers, and bank account information will not be left unattended and accessible to anyone outside the office, and will be properly stored in locked cabinets or drawers and disposed of by shredding.

I will inform my supervisor promptly of any inadvertent breach of confidentiality or security on my part.

I further understand that I may use this information only in conjunction with the duties and responsibilities of my position. Any other use of such information may be grounds for disciplinary action including termination and referral to the Student Judicial System.

Please print name: _____

Signed: _____ **Date:** _____

Witnessed By: _____

Brandeis Employee **Brandeis Student Employee**

¹ http://www.brandeis.edu/admin-finance/policies/Business_Conduct_Policy_revised_2005.pdf

² <http://its.brandeis.edu/about/policies/computingpolicies.html>