

Brandeis University Confidentiality Agreement

This agreement applies to all Brandeis community members who access or use University Data¹ including full- or part-time employees (which includes faculty, researchers, administrative staff, and temporary employees), academic affiliates, and student employees working on one or more Brandeis systems and/or with the ability to access University Data.

"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, including employment records, financial information and donor documentation." as stated in the confidentiality section of the Brandeis University Business Conduct Policy.²

I understand that as a Brandeis University community member, I share in the responsibility of safeguarding sensitive information stored on Brandeis systems, including any information determined to be protected by relevant state and federal laws and regulations as listed at the end of the Brandeis University Computing Policies.³ This information may include, but is not limited to, academic records; Library patron records; personal information about students, alumni, staff, and faculty; payroll information; nonpublic financial information; account passwords; personal network use patterns; Office of Campus Planning operational and financial data. 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.

This agreement authorizes the undersigned, with the approval of their supervisor, to access multiple datasets across the university as necessary for them to complete their work, including Workday, Millennium, Salesforce, Slate, Explorance Blue, and any Brandeis systems which integrate with these systems.

I understand that I am prohibited from discussing, copying, or in any way disclosing, at any time, any of the information acquired by me during the course of my employment, except as specifically authorized by my supervisor. 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 up to, and including, termination pursuant to disciplinary processes for infractions of University policy, which for student employees includes policies and procedures covered by the Student Rights and Responsibilities handbook.⁴

Please print name: _____

Signed: _____ **Date:** _____

Please print name of the supervisor who approves this access: _____

Supervisor signature: _____ **Date:** _____

Requestor:

- Brandeis Faculty or Staff Brandeis Student Employee Academic Affiliate

¹ Information collected, created, or maintained by Brandeis University in the course of any of its academic, administrative, or research activities.

² <https://www.brandeis.edu/human-resources/policies/personnel/business-conduct.html>

³ <https://www.brandeis.edu/its/policies/computing-policies.html>

⁴ <https://www.brandeis.edu/student-rights-community-standards/rights-responsibilities/index.html>