

Rochester Institute of Technology Confidentiality Agreement

It is the responsibility of the Rochester Institute of Technology and RIT employees and students to protect the confidentiality of RIT Private and Confidential information that it handles and/or becomes aware of in the course of conducting business and research. RIT Private and Confidential information is defined in the Information Access and Protection Standard. As an employee/student conducting business or research on behalf of RIT, you may have access to or be exposed to RIT Private or Confidential information within your scope of work. Your access to and use of RIT Private and Confidential information is subject to the following terms and conditions.

1. **I will use RIT Private and Confidential information only for its intended purposes and to conduct university business only.** Access or use of information and data for my own personal use, including but not limited to gain or profit, or for the personal use, including but not limited to gain or profit of others, is strictly forbidden. Access or use of information and data to satisfy personal curiosity is strictly forbidden.
2. **I will observe any ethical restrictions and will abide by applicable laws, university policies and all information security standards.** Information security standards may only be circumvented if an exception has been filed and approved in writing by the information security office.
3. **I will give RIT Private and Confidential information and/or data only to persons authorized to have access to it.** I understand that the university expressly forbids the disclosure of private and confidential information and data or its distribution in any medium, except as permissible by its classification and as required by my job duties and/or responsibilities which have been approved in writing in advance.
4. **I will follow control procedures and take reasonable measures to protect RIT Private and Confidential information and data to which I have been granted access.**
5. **I will keep my computer account and physical security access codes and/or passwords private.** If I have reason to believe that my access code or password, or that of another individual has been compromised or is being used by a person other than the individual to whom it was issued, I will report it immediately to my direct supervisor and the Information Security Office. I understand that I will be held responsible for the consequences of any misuse occurring under my user ID and password .
6. **I understand that any transactions may be audited. The university will take appropriate action when improper uses are detected.**
7. **I will be responsible for the accurate presentation of RIT Private and Confidential information and data and similar information, and will be responsible for the consequences of any intentional misrepresentation on my part.**
8. **My signature indicates that I have read, understand, and agree to abide by the terms and conditions of this agreement.**

Employee's Name (Please Print)

Employee's Signature

Date

Supervisor's Name (Please Print)

Supervisor's Signature

Date