

**Rochester Institute of Technology**  
**DEPARTMENT NAME**  
**Department Confidentiality Agreement**

It is the responsibility of the Rochester Institute of Technology and the staff of RIT's NAME division to protect the confidentiality of RIT Confidential information that it handles and/or becomes aware of in the course of conducting business. This confidential information can include but is not limited to information in the Oracle information system, as part of employee (paper) files, student educational records, legal and litigation correspondence and contracts, and DEPARTMENT-SPECIFIC INFORMATION. This information and knowledge is shared on a need to know basis with DEPARTMENT staff and must be held in the utmost confidence by our DEPARTMENT staff. As a member of the DEPARTMENT staff, you will have access to RIT Confidential information within your normal scope of work. Your access to and use of RIT confidential information is subject to the following terms and conditions.

1. **I will use RIT confidential information only for its intended purposes and to conduct university business only.** Access or use of information and data for my own personal gain or profit, for the personal gain or profit of others, or to satisfy personal curiosity is strictly forbidden.
2. **I will respect the confidentiality of individuals to whose records I have been given access.** I will observe any ethical restrictions and will abide by applicable laws and policies with respect to access, use, or disclosure of DEPARTMENT data and information.
3. **I will give RIT confidential information and/or data only to persons authorized to have access to it.** I understand that the university expressly forbids the disclosure of 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 advance.
4. **I will follow control procedures and take reasonable measures to protect the 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.** I will abide by RIT's Computer Code of Conduct policy. I will not use another person's Oracle access code or password. 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 the Assistant Vice President – DEPARTMENT or my direct supervisor. I understand that I will be held responsible for the consequences of any misuse occurring under my user ID and password due to any neglect on my part.
6. **I understand that the transactions processed through Oracle 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 confidential information and data and similar information generated by DEPARTMENT, and will be responsible for the consequences of any intentional misrepresentation on my part.**
8. **I agree to follow the policies and procedures established by the university for the use of Oracle, as well as employee files and staff knowledge during my employment at RIT.** Failure to do so may result in the revocation of my Oracle privileges and/or disciplinary actions, including termination of my employment.
9. **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

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Number

\_\_\_\_\_  
VP OR DEPARTMENT HEAD TITLE  
DEPARTMENT NAME

\_\_\_\_\_  
Date