

Texas Southern University



CONFIDENTIALITY AGREEMENT

I understand that while performing certain assignments, I may come into contact with confidential and proprietary personal information regarding Texas Southern University and/or its employees, students or regents. I understand that it is important to safeguard the confidentiality of this information. As a responsible employee of Texas Southern University, I affirm my adherence to the following guidelines both during and after my employment at Texas Southern University:

1. I will only access information that I need to perform my job.
2. I will not disclose confidential information to any person or entity unless the disclosure is made (i) for the express purpose of, and as necessary in, the performance of my duties as a University employee, and (ii) in conformance with University guidelines and other written authorizations of the University;
3. I will not handle confidential information in a reckless or negligent manner that will compromise the confidentiality of such confidential information; and I will not use confidential information for my benefit or for the benefit of a third party.
4. I shall deliver promptly to the University, upon completion of the assignment, any documents (and all copies thereof) constituting or relating to such confidential and proprietary information which I may have in my possession;
5. Upon the termination of my employment with the University, and at all other times as I may be directed by the University, I will return to the University all tangible, electronic or other forms of any confidential information in my possession or under my control.
6. I acknowledge and agree that any breach of this Agreement by me will cause harm to the University and/or its employees, students or regents; and
7. I agree that if I commit a breach of any of the provisions of this Agreement, the University shall have the right to take disciplinary action against me, up to and including termination, and to otherwise enforce this Agreement in accordance with applicable state and federal law.

AGREED TO AND ACCEPTED:

Printed Name: _____

Signature: _____ Date: _____