

# HOWARD UNIVERSITY

## FINANCIAL, PERSONAL AND PRIVATE INFORMATION CONFIDENTIALITY AGREEMENT

### *FOR EMPLOYEES, CONSULTANTS, CONTRACTORS, VOLUNTEERS (WOC), AND OTHER DESIGNATED INDIVIDUALS WHO CONDUCT BUSINESS ON BEHALF OF HOWARD UNIVERSITY*

As an employee, consultant, contractor, volunteer (WOC) or other designated individuals who conduct business on behalf of Howard University, I may have occasion to come into the knowledge and/or possession of personal and private information relating to other employees, consultants, contractors volunteers (WOC) or other designated individuals who conduct business on behalf of Howard University. I hereby agree to follow University rules for the protection of information to which I have access and to keep such information private and confidential.

I understand that financial and employee information from any source, including information about another employee that comes directly from that employee and in any form, does not belong to me, belongs to the University, is private and confidential, and is available to me solely because of my relationship with the University as a Howard University employee, consultant, contractor, volunteer (WOC) or other designated individuals who conduct business on behalf of Howard University. I agree that I will not disclose to anyone or to any entity, private and confidential financial and employee information to which I have access and shall use it solely for the performance of my official duties for Howard University. I also understand that through PeopleSoft, Mercer's Connect V7 and other systems, I may have the capacity to access financial and employee information outside of my unit of responsibility. I agree NOT to access financial or employee information outside my unit of responsibility, without express written authorization from the administrative authority responsible for that unit.

#### I FURTHER AGREE THAT:

1. I will only access information that I need to perform my job.
2. I will protect and maintain the privacy of financial and employee information.
3. I will keep my passwords secret and will not share them with anyone for any of the systems cited above as well as other University-wide technology systems that may be in use.
4. I will keep my passwords and/or access codes secret for inner office password protected files, data, and other programs and will not share them with anyone.
5. I will not use anyone else's password to access HU confidential sites.
6. I will log off any password protected applications each and every time before leaving my workstation, regardless of the length of time I will be away from my workstation.
7. I will not show, tell, copy, give, sell, review, change or discard any confidential information unless it is part of my job. If it is part of my job to do any of these tasks, I will follow the correct departmental procedure (such as shredding confidential papers before throwing them away). I understand that I must obtain and retain a current copy of the correct departmental procedures and will keep these procedures posted at my work station. I understand that a copy of these procedures will always be available from my supervisor.

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(continued)

- 8. I will not misuse or be careless with confidential and sensitive information.
- 9. I am responsible for any access using my passwords.
- 10. I am responsible for my use or misuse of confidential information.

I am aware that my access to confidential information may be audited. I also understand the consequences of my actions related to this policy. Failure to comply with this agreement will result in disciplinary action up to and including termination of my employment and/or the termination of my contract or other working/intern/partnership agreement at Howard University and/or civil or criminal legal penalties.

**By signing this, I agree that I have read, understand and will comply with this agreement.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Name: \_\_\_\_\_

Department: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Questions should be referred to the Office of Human Resources, Department of Employee Relations at 202-806-5396

Revised July 1, 2010, May 10, 2013