



EMPLOYEE CONFIDENTIALITY AGREEMENT

The University of Calgary places a high level of responsibility and trust in its employees especially those who handle human resources data. As part of your duties, you have access to confidential records and information regarding the University, its employees, consultants and agents. With respect to these records and information, and all other confidential and proprietary University of Calgary information and records, I agree to the following:

1. I acknowledge the confidentiality of all employee information and records and other confidential and proprietary University information and records. I agree that this information will not be revealed to or distributed to or discussed with anyone other than the appropriate, designated supervisor or other University officials.
2. I will not attempt to alter, change, modify, add, or delete employee record information or University documents unless doing so is part of my assigned job duties.
3. I will access only the information specified and authorized by my supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, or other University information.
4. I understand that failure to abide fully by the above agreement is grounds for immediate discipline, up to and including termination of employment. The University of Calgary reserves the right to perform access audits of the system periodically and without prior notification.

Employee/Name (Printed) _____

Employee/Signature and Date _____

Supervisor Signature and Date _____

Note: Completed form should be kept in department/manager file.