**Oath of Confidentiality**

I, the undersigned, understand that personal information maintained in the University of Calgary’s Enterprise Information Systems is confidential. I acknowledge that access to, and use and disclosure of this information is governed by the *Freedom of Information and Protection of Privacy Act* of Alberta and the University’s Acceptable Use of Electronic Resources and Information Policy.

I further acknowledge that this data may only be accessed, used, or disclosed for work related purposes and that I may only use, add new information or alter, change, modify, or delete existing personal information in accordance with applicable legislation and policy and if I am authorized to do so.

I understand that failure to abide fully by the above agreement is grounds for disciplinary action up to and including termination of employment or volunteer position.

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| **EXECUTED BY** | | | | | |
| Name: |  | | | Date: |  |
| Category: | Employee | Volunteer | Other | | |
| Signature: |  | | | | |

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| **RECEIVED BY** | | | |
| Name of Supervisor: |  | Date: |  |
| Signature: |  | | |