CONFIDENTIALITY and NONDISCLOSURE AGREEMENT

As an employee of Sweet Briar College, we have a specific responsibility to maintain confidentiality in the use and access of private information of employees, students, prospective students, volunteers, alumnae, or any other parties we encounter in the course of our work. We should always err on the side of caution when dealing with private information, and we should never share information casually.

Confidential information can include valuable, proprietary, privileged information such as employee records, student records, donor records, financial records, research, data, plans, computer systems, management information, databases, know-how and trade secrets of the College. In addition, there are specific legal privacy protections that must govern our actions.

It is essential that I maintain the confidentiality of all information accessed and/or discussed during my employment at Sweet Briar College. I agree to preserve the security of all information, and to not divulge any of it in any form. I understand that I am prohibited from communicating any valuable, proprietary, privileged, or confidential information during and after the period of my employment.

This _____ day of ___:

________________________________________
Signature

________________________________________
Print Name