

Princeton University Confidentiality Agreement

The University maintains information that is sensitive and valuable, and is often protected by federal and state laws that prohibit its unauthorized use or disclosure. As an individual with access to Princeton University information, you have a responsibility to comply with the laws and University policies that govern such information. This agreement applies to you as a person performing a service on behalf of Princeton, and appraises you of your obligations and responsibilities in the use of Princeton University information.

Acknowledgment

I agree to be bound by this confidentiality agreement and to take all reasonable, necessary, and appropriate steps to safeguard private data from disclosure to anyone except as permitted under this agreement and the policies listed below. I understand that violation of this agreement may subject me to possible disciplinary action affecting my employment or relationship with Princeton University.

These policies require that:

- I may only access information needed to perform legitimate duties as a University custodian. I may not make unauthorized changes to institutional information or look up, review, or analyze restricted or confidential institutional information outside the scope of my University service, even if I have access to that information, unless authorized to do so by my supervisor.
- I must protect the confidentiality, integrity and availability of the University's information. I may not share University information or access with any unauthorized individual, whether internal or external to the University. I may not ask for personally identifiable information (PII) unless there is a legitimate business need.
- I must safeguard any physical key, ID card or computer, network account that enables access to University information. I may not facilitate another's illegal access to Princeton's administrative systems or compromise the integrity of the systems information by sharing passwords, or other access information or devices.

Signature: _____

Please print name and title or role: _____

Date: _____

Information that is covered by this agreement includes, but is not limited to:

- Personally identifiable information (PII) about faculty, staff, students, parents, alumni or donors (i.e., social security numbers, dates and places of birth, mother's maiden names, credit card numbers, bank account numbers, income tax records, and drivers' license numbers).
- Student education records as governed by the Family Educational Rights and Privacy Act (FERPA) and student and staff medical records as governed by the Health Insurance and Portability and Accountability Act (HIPAA).
- University business information (e.g., financial reports, human resource records, internal reports and memos, contracts, strategic reports, surveys, etc.).
- Information about or provided by third parties (e.g., information covered by non-disclosure agreements, contracts, business plans, non-public financial data, computer programs, etc.).

Multiple University policies pertain to the appropriate management of institutional information and technology and all custodians must appropriately comply with these policies:

- Rights, Rules and Responsibilities: www.princeton.edu/rrr
- Princeton University Acceptable Use Policy for Information Technology: www.princeton.edu/itpolicy
- Princeton University Information Security Policy: www.princeton.edu/oit/it-policies/it-security-policy
- Password Composition Best Practices: <https://informationsecurity.princeton.edu/passwords>
- Credit Card Processing Policy for University Merchant Locations: <https://finance.princeton.edu/policy-library/cash-handling-receipts-1/credit-card-processing-po/>
- 5.2.5 Use of University Resources: www.princeton.edu/hr/policies/conditions/5.2/5.2.5

If you ever feel pressured by anyone to use the information to which you have access in a way that may violate this agreement, report your concern immediately to your supervisor, Human Resources, and/or the Dean of the Faculty. If you wish to remain anonymous, you can use the University Hotline to make a report online (www.princeton.edu/compliance/hotline.html) or via phone (1-866-478-9804).