

# CAMPBELL UNIVERSITY

## CONFIDENTIALITY AGREEMENT

The nature of the services provided by Campbell University requires that the University gather sensitive, personal information about its students and employees. It is imperative that the University protect this information from unnecessary disclosure and ensure that this information is handled in a private, confidential manner. Personal and identifying information means information that can be used to distinguish or trace an individual's identity, such as their name or Social Security number (SSN), alone or in combination with other information specific to that individual, like their date or place of birth, their mother's maiden name or other relatives' information, their addresses, phone numbers, and financial information, as well as their health, education, and employment records.

By signing this Agreement below, you acknowledge and understand that you may not disclose or release any personal and identifying information about any current or former Campbell University students or employees (electronically or otherwise) to any third parties who are not authorized by the University to receive such information, either by the nature of their duties as an employee of the University, or with the express written consent of University management or the individual student or employee.

You also understand that if you have any questions whatsoever about this policy, you will ask your supervisor or other University manager about any such disclosure *before* disclosing any such information, and you understand that any violation of this policy may result in disciplinary action, up to and including termination of employment.

_____ (Employee Signature)	_____ (Print Name)	_____ (Date)
/		
_____ (Witness Signature)	_____ (Print Name)	_____ (Date)