

# University of Puget Sound

## Non-Disclosure and Confidentiality Agreement

I recognize and acknowledge that during the course of my employment with the University of Puget Sound, I will have access to certain information not generally known to the public relating to the university, its students and employees, and its operations and business. I agree that this information is “confidential information” that belongs to the university or is protected by law.

I understand that “confidential information” may include any information, in whatever form, that the university states through its officers, policies, and publications to be confidential or proprietary information relating to the university. Confidential information includes but is not limited to information relating to the university’s databases, inventions, software (including source code and object code), business procedures, purchasing, accounting, marketing and marketing plans, licensees, and contracts. It includes information about the university’s financial status other than that published in the annual financial report. Information about individuals associated with the university as students, employees, donors, trustees, parents, alumni, parties to agreements, or business associates will be considered confidential except as provided for in policies covering student and employee information, as made general knowledge through university publications, or as allowed with the consent of those concerned. Confidential information may include information developed by me, alone or with others, or information entrusted to the university by its students, employees, constituents, or associates.

I agree to hold the university’s confidential information in strict confidence and not to disclose such information outside the university. I agree to treat confidential information with care during my employment with the university, using it in ways consistent with good operating practices, established policies, or instructions from the officers of the university. My agreement to protect the university’s confidential information applies both while I am employed by the university and after my employment with the university ends, regardless of the reason it ends.

Determination of violations of this agreement and of sanctions for any violations will be handled through the procedures provided in the Faculty Code, the Staff Policies and Procedures Manual, or the Student Integrity Code, depending on whether the person charged with a breach of the agreement is a member of the faculty, staff, or student body, respectively.

Nothing in this agreement is intended to restrict discussion within the university of campus issues, policies, or conditions so long as that discussion does not reveal confidential information to parties who would not normally have access to such information. This agreement also does not restrict discussion between members of the campus community and the public about issues of mutual concern so long as confidential information is not a part of such discussion.

Signed by:

\_\_\_\_\_  
Signature of staff, faculty, or student staff member

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Department

\_\_\_\_\_  
Date

Countersigned by:

\_\_\_\_\_  
Signature of department head

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date

Please retain the completed form in your department