

Brown University

Office of Information Technology (OIT)

CONFIDENTIALITY AGREEMENT

As an employee in the Office of Information Technology (OIT) at Brown University, I understand that in performing the duties for which I have been hired that I may see, hear, and have access to confidential, private, and/or sensitive information including, but not limited to, privileged or advanced access to other users' accounts, financial information, student educational records, alumni information, donor information, Brown Corporation documents, financial aid information, protected health information, personally identifiable information, and personnel information (collectively "Confidential Information").

I understand that records and information may also be confidential by virtue of the Family Educational Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), Gramm Leach Bliley Act, the Rhode Island Identity Theft Protection Act, and other applicable laws and regulations. I acknowledge that Brown University has other policies and procedures and a [Code of Conduct \(section 4\)](#) relating to confidentiality, and I agree to abide by all such applicable policies, codes, and procedures.

I agree not to share, copy, discuss, nor otherwise disclose in any format (e.g. verbal, written, paper, electronic, digital, or video) and by any means (e.g. regular mail, Internet, audio, or social media) Confidential Information with any unauthorized person, group, or department, internal or external to Brown. If I am unsure about the confidentiality of any record or information or my ability to legally disclose information, I agree to ask my supervisor before disclosing any record or information.

Additionally, those OIT employees who have system administrator privileges in any Brown system ("SysAdmins") agree that they will only access or view these user accounts and the Confidential Information contained within them, with the express consent of the user or management team associated with the user account. SysAdmins also agree that they will not track or audit any user accounts that they have access to without the express consent of the user or management team associated with the user account or as requested by an authorized officer as stipulated in the Electronic Information Access Policy.

This Confidentiality Agreement is given in consideration of my continued employment at Brown University. The terms of this Confidentiality Agreement remain in effect **during and after** my employment with Brown University. I understand that any breach of this Confidentiality Agreement may subject me to disciplinary action, up to and including termination of employment.