



**Human Resources
Confidentiality Agreement**

I understand that in the course of my employment with Trinidad State Junior College I will receive or become aware of business information that is sensitive or confidential. This information may be written, electronic, or verbal and come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary in order for me to complete my job responsibilities. I further understand that I may inadvertently hear or see information that does not directly involve me in an official capacity. I acknowledge that I must protect all sensitive or confidential information.

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except to those who have an official business reason for the information. Should I have any questions regarding the proper handling and disclosure of confidential or sensitive information, I will immediately notify my supervisor for further clarification and direction prior to releasing the information.

If I willfully and knowingly disclose such information in any manner to any person or agency not entitled to receive the information, I understand that I may be subject to adverse action, including corrective or disciplinary action, or in some cases, personal liability.

I acknowledge that I have read, understand and will adhere to Trinidad State Junior College's above requirements with respect to sensitive or confidential information.

Signature _____

Printed Name _____

Date Signed _____