

Normandale Community College

EMPLOYEE CONFIDENTIALITY AGREEMENT

Information: All new Normandale employees are asked to complete an Employee Confidentiality Agreement within the first ten days of their initial employment. Current employees may also be asked (but not required) to complete the agreement. The original copy of the signed will be retained in individual employee personnel files. Supervisors and employees should each retain their own copy.

NAME_____ **Position**_____

I understand that in the course of my employment, I may have access to personnel, student or other sensitive data or information that is considered sensitive or classified private or confidential by the college, MnSCU or by the Minnesota Data Practices Act (Minnesota Statutes Chapter 13). As a condition of my employment, I agree that:

- I will not duplicate any work-related document or electronic record for my own use without the permission of the appropriate supervisor/administrator.
- I will not retrieve, examine or alter any work-related document, file or electronic record except where I am authorized to as part of my work responsibilities.
- Except as authorized by my employment, I will not discuss the contents of a specific work-related file, document or electronic record that I have access to because of my employment at Normandale.
- If I am unsure whether or not a particular fact, matter, document, file or electronic record is covered by this confidentiality agreement, I will preserve confidentiality of the item in question until receiving clarification from the appropriate supervisor/administrator.
- I will not share my work computer password (s) with other persons.
- I understand that violation of the terms or intent of this agreement may subject me to discipline in accordance with state bargaining agreements or employee plans, up to and including termination of my employment.

By signing this agreement, I certify I have read and understand this confidentiality agreement and I will abide by its terms.

Employee Signature_____ **Date**_____

Supervisor's Signature_____ **Date**_____

Return to: Human Resources
Normandale Community College
9700 France Avenue S
Bloomington, MN 55431