



Confidentiality and Acceptable Computer Use Agreement

In the course of my employment/assignment at **The University of Miami**, I may come into possession of certain confidential or proprietary information. This information might include but not be limited to: (i) student information or records (ii) patient information or records, even though I may not be directly involved in providing patient services; (iii) employee information or records; (iv) business data, records or information, (v) the confidential or proprietary information of third parties which the University and its employees are contractually obligated to maintain as confidential or; (vi) other data, trade secrets, documents, records, processes, operations and issues, or information considered by The University of Miami to be confidential (hereinafter collectively referred to as "Confidential Information").

I understand that such Confidential Information must be maintained in the strictest confidence. As a condition of my employment/assignment, I hereby agree that I will not at any time during or after my employment/assignment with **The University of Miami**, disclose or discuss any Confidential Information with any person whatsoever or permit any person whatsoever to examine or make copies of any Confidential Information prepared by me, coming into my possession, or under my control, or use such Confidential Information, or facts of occurrences, other than as necessary in the course of my employment/assignment.

When Confidential Information must be discussed with other employees or supervisors in the course of my work, I will use discretion to assure that such conversations cannot be overheard by others who do not or should not otherwise have access to the Confidential Information.

The importance of using my own code to sign on to **any** system for security reasons has been explained to me. I understand that all transactions performed by me will have my user ID associated with the transaction. I also understand that for my protection I will not give my password to anyone and I must request to have my password changed if I think it might be misused.

I also understand and agree to abide by the terms of the University's Information Technology policies; including but not limited to Computer Access and Confidentiality, Use of University Computing Facilities, World Wide Web, and Use of Electronic Communications (policies A045, A046, A047, and A055), which are available to me under the Information Technology Policies section web site (http://www6.miami.edu/UMH/CDA/UMH_Main/0,1770,21542-1;12460-5,00.html).

I understand that violation of this agreement may result in disciplinary action up to and including termination or legal action.

Employee's Signature	<input type="text"/>	Date	<input type="text"/>
Name Printed	<input type="text"/>	Department	<input type="text"/>

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