

CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT

In consideration of my employment by Dartmouth College Information Technology Services Department (“ITS”), I agree as follows:

1. I acknowledge that in the course of my employment by ITS, I may have access to information concerning faculty, staff, student, alumni, donor, and/or vendor information, documents, data, software, technology, or other information, some or all of which may be confidential whether or not labeled or identified as "confidential." I will take all necessary safeguards to protect the security and integrity of all sensitive and/or confidential information. I understand that confidential or sensitive data can include but is not limited to personally identifiable information like social security number, date of birth, and credit card number, negotiated prices for goods or services, correspondence between individuals, and internally produced application or other code. When in doubt about the confidential nature of data or the appropriateness of its management or dissemination I will ask for clarification from a director within ITS.

2. I shall never, either during my employment with ITS or thereafter, directly or indirectly use, publish, disseminate, or otherwise disclose to any person or organization outside of Dartmouth College any such sensitive or confidential information, documents, data, software, technology, or other information acquired in the course of my employment activities, without the prior written consent of ITS.

3. Any documents that I receive from ITS or any other department of Dartmouth College shall remain the property of Dartmouth College. I agree to return all such documents to ITS upon the termination of this engagement and will not retain or distribute copies thereof.

4. I acknowledge that Dartmouth College shall be considered the author and owner of all rights, including the copyright, in the work that I prepare within the scope of my employment by ITS.

5. I have been directed to the College’s [Information Technology policy](#) and will abide by it.

6. I understand that breaches of this agreement will be dealt with in the College’s described employment management processes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date