



## Confidentiality Agreement

I recognize that during my employment or engagement with the School of Engineering I may receive, develop or otherwise acquire certain Confidential Information. Confidential information includes financial/salary information, employee information, grades, telephone numbers, addresses, internal processes, etc. All Confidential Information which I may now possess, may obtain during or after the term of my employment or may create prior to the end of my term of employment will be held confidential by me, and I will not (nor will I assist any other person to do so) directly or indirectly reveal, report, publish or disclose such Confidential Information to any person, firm or corporation not expressly authorized by the School of Engineering to receive such Confidential Information except for the benefit of the School of Engineering and in the course of my employment at the School of Engineering; provided, however that the foregoing will not apply to the extent I am required to disclose any Confidential Information by applicable law or legal process so long as I promptly notify the School of Engineering of such disclosure concerning the advisability of seeking a protective order or other means of preserving the confidentiality of the Confidential Information.

Student workers are not allowed to use their personal computers for University business but must instead use University owned computers. No business data can reside in student worker personal computer and they may not access business software remotely from their personal computer.

I understand that all Confidential Information is important and unique and that it materially affects the School of Engineering's goodwill and its successful conduct of business.

Any Inventions in whole or in part conceived, made or reduced to practice by me (either solely or in conjunction with others) during or after the term of my employment at the School of Engineering which are made through the use of any of the Confidential Information or any of the School of Engineering's equipment, facilities, supplies, trade secrets or time, or which to relate to the School of Engineering's business or the School of Engineering's actual or demonstrably anticipated research and development, or which result from any work performed by me for the School of Engineering will belong exclusively to the School of Engineering (subject to the Intellectual Property policy) and will be deemed part of the Confidential Information for purposes of this Agreement, whether or not fixed in a tangible medium of expression.

I recognize that the School of Engineering has a strict policy against using proprietary information belonging to any other person or entity without the express permission of the owner of that information. I represent and warrant that my performance of all of the terms of this Agreement as an employee or independent contractor of the School of Engineering does not and will not result in a breach of any duty owed by me to a third party to keep in confidence any proprietary information, knowledge or data acquired by me in confidence or in trust prior to or during my employment and I agree not to disclose to or induce any confidential or proprietary information belonging to any of my previous employers or others except in accordance with applicable law. In addition, I have read and agree to the provisions described in the School of Engineering acceptable use policy for technology Policy #218.

I agree that on the termination of my employment in any manner, I will immediately surrender to the School of Engineering all notes, data, sketches, drawings, manuals, documents, records, data bases, programs, blueprints, memoranda, specifications, customer lists, financial reports, equipment and all other physical forms of expression incorporating or containing any Confidential Information, it being distinctly understood that all such writings, physical forms of expression and other things are the exclusive property of the School of Engineering.

Breach of Confidentiality is a serious offence and may result in termination of employment. I agree to the above terms and acknowledge receipt of a copy of this agreement.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Social Security #: \_\_\_\_\_