



*Preparing people to lead extraordinary lives*

## **Loyola University Chicago**

### **Confidentiality Agreement**

I acknowledge that, as an employee of Loyola University Chicago, I may have the opportunity to access or gain knowledge of confidential information. Confidential information may be made known to, or learned by me during or outside my working hours at the University via various sources including, but not limited to, electronic media, interoffice communications, internal publications, and verbal interactions. I further acknowledge that making this information known or available to others who do not have a legal right thereto may violate the Family Educational Rights and Privacy Act of 1974 (FERPA), as well as the terms of my employment. Therefore, I agree that I will not reveal, make known, or provide access to confidential information except to those having legal or otherwise permissible right thereto. Furthermore, I agree not to access confidential information to which I have designated rights or access to for any reason other than the performance of my duties as a Loyola Employee.

In addition to my obligations regarding the appropriate access to and use of confidential information, I agree that I will not jeopardize the integrity of or the availability of the University's computing, telephony and other information systems or databases. I agree to abide by the University information technology policies, which can be found on the University web site at <http://www.luc.edu/its/policies.shtml>.

FERPA, and other regulatory information, is available on the Loyola's Information Security website ([www.luc.edu/its/security.shtml](http://www.luc.edu/its/security.shtml)).

By signing this, I acknowledge that I have read and understand the above agreement, and that I have received information on where to locate Loyola's Notification of Rights under FERPA. I understand that failure to comply with the terms or conditions of this agreement shall subject me to discipline in accordance with Loyola University Chicago's Personnel Policy or seriously affect my standing in accordance with the Student Handbook or the Faculty Handbook.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name