

The University of Texas at Austin
Student Employee Confidentiality Agreement

As a student employee of The University of Texas at Austin (“the University”), during the course and scope of my employment I may encounter or gain access to sensitive and/or confidential information, including, but not limited to, records and data protected from disclosure by law, regulation, or University policy (“Protected Information”). I understand that unauthorized disclosure of Protected Information can negatively impact the University and others, and I agree to the following conditions and responsibilities of my employment:

1. I will treat all information accessible to me in the performance of my duties as Protected Information, regardless of the format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor.
2. I will access and use Protected Information solely for the purpose of performing my job duties.
3. I will not communicate or disclose Protected Information to anyone without express prior authorization by my supervisor. This includes direct or indirect communication and disclosure by any means (e.g., electronic, paper, oral).
4. I will not copy, reproduce, alter, delete, or enter Protected Information except as required in the performance of my job duties, and I will not allow anyone else to do so without authorization.
5. I will safeguard and keep confidential all passwords and other credentials required to access Protected Information.
6. I will report to my supervisor immediately any unauthorized use, reproduction, or disclosure of Protected Information by myself or others.
7. I will read and comply with the University’s policies related to the security and acceptable use of information resources, including:
 - Information Resources Use and Security Policy (<https://security.utexas.edu/policies/irusp>); and
 - Acceptable Use Policy for University Students (<https://security.utexas.edu/policies/aup>).

I understand that if applicable to my position, I will complete online trainings to receive and maintain access to the university’s alumni and donor database. I will comply with all UT data security policies and guidelines.

Student Employee Name (Print)

Signature

Date

Supervisor Name (Print)

Signature

Date