



CONFIDENTIALITY AGREEMENT

As an individual that interacts with Becker College, I understand that I may have access to information that is confidential to Becker, its students, alumni, donors, employees and vendors. Confidential information includes financial information, staffing, employment related information, student record information, institutional research data and contractual undertakings by the College. I understand that Becker views any information as confidential if it is not publicly available.

I also understand and agree that I will maintain in confidence all information that comes to me in the course of my employment. I will not share this information with others who do not have a business need to know the information. When there is a business need to share this information, I will do so in a manner that limits the possibility of the information being disseminated beyond those persons with a need to know. I also agree to abide by the College's policies on data security, privacy and usage that are outlined in the [Acceptable Usage Policy](#).

If I have any questions about the propriety of sharing particular information, I will bring the issue to my supervisor prior to disseminating the information. I will inform my supervisor promptly of any breach of confidential information, deliberate or inadvertent, on my part and on the part of others.

I understand that violation of this policy may result in temporary or permanent loss of data-related privileges, discipline up to and including immediate termination of employment, expulsion as a student and legal action.