

Employee Information Usage Agreement

BYU-Idaho considers maintaining the security of confidential information a matter of highest priority. As a condition of continuing employment, all employees granted access to such information must agree to the standards set forth in this Employee Information Usage Agreement. Therefore, I agree to:

1. Abide by the BYU-Idaho Computer use policy, including prevention of unauthorized access to or use of any information in electronic data files maintained, stored, or processed by BYU-Idaho by using safe password protocol, by protecting passwords, and by locking or logging out of computer systems when leaving work areas. I also understand that pursuant to the computer use policy BYU-I may monitor use of all University computing systems.
2. Disclose confidential data only to those authorized to receive it with the understanding that portions of information made available to me, irrespective of the medium, may be sensitive or confidential.
3. Respect personal privacy and comply with applicable law and University policy governing the use of confidential information by utilizing, exhibiting, and divulging the content of any record or report only as required to fulfill work assignments.
4. Ensure that any printed material containing confidential information is handled, stored, and disposed of in a way that protects confidential information from unauthorized disclosure.
5. Report any violations of BYU-Idaho security policies or attempted unauthorized access of confidential information to an institutional compliance officer or other designated agent of BYU-Idaho.
6. Ensure that third party contractors who are given access to any confidential information execute a non-disclosure agreement available through BYU-Idaho Purchasing, which requires the third party to abide by appropriate privacy and security standards.

I understand that my obligation under this agreement will continue after termination of my employment. By signing this agreement, I agree to protect the security of confidential information and maintain all such information in a manner consistent with the requirements outlined in applicable law and University Policy. Any breach of this agreement will subject me to sanctions, including disciplinary action, under policies of BYU-Idaho as well as any applicable law. By signing this agreement, I agree that I have read, understood and will comply with all the conditions outlined in this agreement.

Print Name

Department

Signature

Date