

Employee Confidentiality Agreement

I understand and acknowledge that as an employee of Keck Graduate Institute of Applied Life Sciences ("KGI"), I may have access to and/or knowledge of private, confidential, or otherwise sensitive information or records ("Confidential Information"). By way of example and not limitation, Confidential Information includes:

- Personally identifiable information about faculty, staff, students, alumni, donors, and volunteers (i.e., social security numbers, dates and places of birth, mother's maiden names, credit card numbers, bank account numbers, income tax records, and drivers' license numbers);
- Student education records as governed by the Family Educational Rights and Privacy Act (FERPA) and student and employee medical records as governed by law;
- KGI business information (e.g., financial reports, human resource records, internal reports and memos, contracts, strategic reports, surveys, giving and payment records, intellectual property, etc.);
- Information about or provided by third parties (e.g., information covered by nondisclosure agreements, contracts, business plans, non-public financial data, computer programs, etc.).

I understand that the Confidential Information may be in tangible form (including documents, reports, programs, software, directories, computers, discs, and electronic mail) or in intangible form (including oral communications, voice mail, and the like). I further understand that Confidential Information shall, at all times, remain the exclusive property of KGI and agree that upon request, during my employment and at the termination of employment, I will return to KGI all tangible or other forms of any Confidential Information in my possession or under my control.

I further understand that I may only access information needed to perform legitimate duties as a KGI employee. I may not make unauthorized changes to, look up, review, or analyze restricted or Confidential Information outside the scope of my KGI duties and responsibilities, even if I have access to that information, unless authorized to do so by my supervisor.

I agree to exercise a high degree of care to safeguard and maintain the confidential and private nature of the Confidential Information. I understand that I may not disclose Confidential Information to any person or entity unless the disclosure is made for the express purpose of, and as necessary in, the performance of my duties as a KGI employee, and then, only in a manner that complies with applicable KGI policies and state and federal laws (including the Family Educational Rights and Privacy Act).

I also agree to safeguard any physical key, ID card or computer, network account that enables access to KGI information. I may not facilitate another's improper access to KGI's administrative systems or compromise the integrity of the systems information by sharing passwords, or other access information or devices.



KECK GRADUATE INSTITUTE

A Member of The Claremont Colleges

I acknowledge that any act or disclosure in violation of the terms of this Agreement will be grounds for disciplinary action, including immediate termination of employment, and that all rights and obligations under this Agreement will survive the termination of my employment.

Employee's Name (Print)

Employee's Signature

Date

Administrator: Human Resources
Approval Authority: Cabinet