



**Special Access to Bryant University
Information Technology Resources
Agreement on Privacy and Confidentiality**

CONFIDENTIALITY AGREEMENT

Recognizing the need to maintain individual and institutional rights to privacy and confidentiality AND realizing that, as a consultant/contractor to Bryant University, my responsibilities necessitate access to information stored on the bryant.edu domain; I affirm my intention to preserve the strictest standards of confidentiality in the use of this information.

I understand that access to the Bryant University computer and network system is administered as described in http://web.bryant.edu/~commtech/it_policy.html; Information Technology Policy.

I also understand that Administrative Systems are primary sources of University information for hundreds of users, who depend upon their completeness and accuracy and therefore agree to the following:

1. I will not disclose information obtained in performing my duties to anyone who does not require this information in an official capacity.
2. I will use Administrative Systems only for the purposes for which I have been authorized.
3. I will not disclose USERNAME(S) and/or PASSWORD(S) to any person(s).
4. I will print and retain records only when necessary.
5. Consultant/Contractor warrants that all of its employees who shall have access to proprietary information are under written obligation to Consultant/Contractor to hold such information in confidence at least to an extent consistent with the Consultant's/Contractor's obligations hereunder.
6. Confidential Information shall be deemed proprietary and confidential, and Consultant/Contractor shall have an ongoing responsibility to safeguard any such information and documentation.

I understand the intent of this agreement and will exercise diligence in performing duties in accordance with institutional policies.

Bryant University

Consultant/Contractor

Print Name/Title

Print Name/Title

Signature/Date:

Signature/Date:
