

DUTY OF CONFIDENTIALITY ACKNOWLEDGEMENT

I understand that any Sensitive Information I come in contact with during my engagement and/or employment at Barnard must remain Confidential.

I understand that my use of and access to Sensitive Information is strictly limited to the scope of my duties or role. I will adhere to the standards for Handling Sensitive Information as defined in College and department policies and procedures.

I have a duty to report immediately any potential compromise of Sensitive Information through unauthorized access, loss, theft, or other means, including any such Information stored on personal devices to the BCIT Service Desk (help@barnard.edu or 212-854-7172).

I understand that any unauthorized release of, or misuse of, or carelessness in the handling of Sensitive Information, either digital, written or verbal, could constitute grounds for disciplinary action, up to and including termination. In addition, I understand that I may be held liable in any resulting legal action.

I understand and agree that my confidentiality obligation with respect to Sensitive Information will continue indefinitely, including at all times after my employment with Barnard.

Definitions

Sensitive Information: Personally Identifiable Information about staff, faculty, students, alumnae, families, donors, and trustees, as well as any other information otherwise marked or known to be confidential, such as academic research and non-public information. Other sensitive information may include third party information shared with Barnard College that is governed by a contractual relationship.

Personally Identifiable Information: Nonpublic information relating to an individual that reasonably identifies the individual and, if compromised, could cause significant harm to that individual or to the college. Examples may include, but are not limited to, Social Security numbers, credit card numbers, bank account information, student grades or disciplinary information, salary or employee performance, donations, income statements, dates of birth, patient health information, information that the college has agreed to keep confidential, and account passwords or encryption keys used to protect access to confidential college data.

Confidential: Sensitive Information should only be disclosed to authorized individuals, entities, or processes. A duty of confidentiality means that information is protected from unintentional, unlawful, or unauthorized access, disclosure, or theft.

Name (printed): _____ Barnard email: _____

Signature: _____ Date: _____