

Confidentiality Agreement

I acknowledge that as part of my position responsibilities at Middlebury College, I have access to various types of confidential information. In order to protect the confidentiality of our employees and students, I agree not to disclose to anyone other than authorized individuals any confidential information. I will not access confidential information for personal interest or gain or do so for others who do not have the authorization for such information. If I am uncertain as to the legitimacy of an inquiry, I will contact my supervisor or manager before accessing such information. I understand that a breach of confidentiality may result in disciplinary measures, up to and including termination of employment.

Employee Signature/Date

Witness Signature/Date

Employee Name (Printed)

Witness Name (Printed)

Hiring Managers: Please return the signed agreement to Human Resources to be kept in the employee file.