

LE MOYNE COLLEGE INFORMATION SECURITY AGREEMENT

This Agreement is made between _____ ("EMPLOYEE") and Le Moyne College ("Le Moyne or College"), on _____ 20____. By signing below, EMPLOYEE represents and warrants that

- A. EMPLOYEE is aware of Le Moyne's information security policies, standards, guidelines, and procedures,
- B. EMPLOYEE affirms his/her responsibility to comply with these,
- C. EMPLOYEE will perform services for Le Moyne College which may require Le Moyne College to disclose protected and sensitive information ("Information") to EMPLOYEE.
- D. EMPLOYEE agrees to the further terms and conditions of the agreement stated below.

Protected and sensitive information are defined as follows:

Protected Information – Information that must not be disclosed outside of the College without written permission of the Information Security Committee. Examples of protected information include: credit card numbers, username and passwords, personally identifiable information (combination of 3 items - social security numbers, date of birth, name, address), and academic, health, and other records where use and access is restricted by law.

Sensitive Information – Information whose unauthorized disclosure outside of the College would be inappropriate or inconvenient and requires Department Director or Chair written approval for disclosure outside of the College. Examples of sensitive information include: salary data, service contracts, internal memos/policies/procedures, meeting/committee minutes, phone/email directories, financial & regulatory data, performance assessments or employment contracts.

Accordingly, to protect Le Moyne College's Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows:

- A. EMPLOYEE will hold the Information received from Le Moyne College in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to unauthorized parties.
- B. EMPLOYEE will not disclose or divulge, either directly or indirectly, the Information to others unless first authorized to do so in writing by Le Moyne College.
- C. EMPLOYEE will not reproduce the Information nor use this information for any purpose other than the performance of his/her duties for Le Moyne College.
- D. EMPLOYEE will, upon the request or upon termination of his/her relationship with Le Moyne College, deliver to Le Moyne College any Information in the EMPLOYEE possession.
- E. EMPLOYEE will immediately report any violation of these terms and conditions, or knowledge thereof, to a supervisor, the Associate Controller, or Director of Information Technology.
- F. Le Moyne College reserves the right to exercise any and all options for violations of this agreement, up to and including termination and legal action.

Employee Signature

Date

Witness Signature

Date

Witness Name (Print)