

**NIPISSING UNIVERSITY  
CONFIDENTIALITY AGREEMENT**

It is essential to Nipissing University that information about its business and affairs is kept in the strictest of confidence at all times. It is also necessary to ensure information about individuals, including staff, students and any individual or organization associated with the University, not be disclosed or misused in any way.

During the course of your employment at Nipissing University, you will have access to both oral and written information which is confidential. You may also indirectly overhear confidential information. Just as in any business setting, you must not discuss any confidential information with any unauthorized individual(s). You may not discuss this information beyond your department or the University or misuse this information/knowledge in any way.

Even where disclosure is made in the course of performing your duties as an employee of Nipissing University, disclosure must be limited to that which is necessary only (need-to-know basis). The obligation to maintain and protect confidential information applies both during your employment and at any time thereafter.

If you are suspected of contributing to a breach of confidential information in any way, you will be suspended pending an investigation. If it is found that you are responsible for, or have contributed to the breach of confidential information, you will be disciplined, up to and including termination.

Your signature below indicates your understanding and acceptance of this condition.

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Employee Name (please print)

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Employee's Signature

Date

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Witness Name (Please print)

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Witness Signature

Date