



## Confidentiality Agreement

I, \_\_\_\_\_, have read and understand the University of Nebraska Guidelines for Access to any records: and, I agree NOT to disclose ANY confidential information in such records to which I have access.

Confidential information is defined as all information except directory information.

- Name
- Position
- Date of hire
- Department of employment
- Gross Salary
- Date of separation

Furthermore, I understand the directory information may only be released in response to job reference checks or to other requests for such information. Non-directory information may be released by the appropriate staff (Usually from the Human Resources Department) to others only with signed authorization from the employee or in response to request with a legal mandate. I understand that any person who violates confidentiality policies is subject to disciplinary procedure and possible legal penalty. I understand that a copy of this confidentiality agreement will be placed in my employment file and another copy will be kept on file in the records section of the Department of Human Resources.

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Employee signature

Date

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Immediate Supervisor

Date

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Dean/Director

Date