



## Confidentiality Statement

I acknowledge and understand that I may have access to confidential information regarding employees, students, patients or the public, or to proprietary or other confidential business information belonging to Virginia Commonwealth University (VCU). This information is to remain confidential and may be disclosed only in strict accordance with federal or state law and/or university regulations and policy.

I agree that I will not:

- access data that is unrelated to my job duties at VCU; or
- disclose to any other person who does not have a business "need to know," or allow any other person access to, any information related to VCU that is proprietary or confidential. Disclosure of information includes, but is not limited to, verbal discussions, FAX transmissions, electronic mail messages, voice mail communication, written documentation, "loaning" computer access codes and/or any other transmission or sharing of data.

I understand that VCU and its employees, students, patients or others may suffer irreparable harm by disclosure of confidential or proprietary information and that VCU may seek legal remedies available to it should such disclosure occur.

I understand that failure to comply with applicable policies, procedures and regulations may result in a loss of resources and that VCU may seek legal remedies available to it should such losses occur.

Further, I understand that violations of this agreement may result in disciplinary action up to and including termination of my affiliation with the university.

**Name (print):** \_\_\_\_\_

**V ID #:** \_\_\_\_\_

**Department:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_