

Example Company, Inc.
Office of the CIO
Data Confidentiality Agreement
Status: [Approved | Draft – RFC | Final Draft – Awaiting Approval]
Version: 1.3

I, the undersigned, agree to the following:

All personally identifiable information shall be treated as strictly confidential and shall not be disclosed or provided to any Example Company, Inc. employee, contractor, or other third party who has not signed a Data Confidentiality Agreement. In addition, access to such data shall be allowed only if necessary in the performance of that persons work responsibilities. All other access must be authorized in writing by the assign data custodian. In addition:

1. No attempt shall be made to identify any individual or other personally identifiable information contained in such records.
2. No data that identifies specific individuals or other personally identifiable information may be accessed or shared with any other party. Access to this data may be allowed in the course of an approved application development project,.
3. No aggregate data from such records shall be reported or published without written permission of the data custodian.
4. Data may not be copied or stored in any format outside of approved backup procedures.
5. Developers may not copy data for development and testing purposes without the written permission of the data custodian.
6. Access to production, acceptance test, and development data, shall be protected in accordance with the requirements of the data custodian.
7. Any breach, or suspected breach, of data confidentiality shall be reported immediately to the Office of the CIO.

Violation of this agreement may be the basis for termination, and such other legal penalties as may be prescribed by State or Federal law.

(Signature)

Date

(Print Name)