

## CONFIDENTIALITY STATEMENT

As a member of the workforce of the University of Pennsylvania, I may be provided with access to personal, proprietary, and/or otherwise confidential data. This can include information on students, staff, faculty, research subjects, alumni, donors, and other types of information.

I will maintain in strictest confidence the data to which I have access. I will not share any confidential information with others who are unauthorized to view such data. I will use my access to confidential data for the sole purpose of conducting legitimate business of the University.

I understand that the use of confidential data for personal purposes is prohibited. I understand that the use of such data in violation of University privacy-related policies is prohibited. The University's privacy-related policies include:

- Confidentiality of Student Records
- Confidentiality of Faculty and Staff Records
- Privacy in the Electronic Environment
- CCTV Monitoring and Recording of Public Areas for Safety and Security Purposes

My access to personal, proprietary, and otherwise confidential data is often facilitated by electronic information systems. In the interest of maintaining the integrity of these systems and of ensuring the privacy and security and proper use of University resources, I will not share my password to any such systems to which I have access.

I understand these policies, and additional guidelines relating to privacy, can be found at [www.upenn.edu/privacy](http://www.upenn.edu/privacy). I also understand that certain schools and centers of the University of Pennsylvania performing health care or health plan functions are bound by privacy and security-related policies and procedures created under federal HIPAA (Health Insurance Portability and Accountability Act) rules. I understand that if I am unsure of whether HIPAA applies, I will ask my supervisor or contact the University's Chief Privacy Officer at 1-888-BEN-TIPS.

When disposing of confidential data, I will ensure that such data is shredded or otherwise disposed of in a secure and complete fashion. See Guidelines for the Destruction of Confidential Records at <http://www.archives.upenn.edu/urc/recrdret/guide2.html>

I understand that failure to follow proper policies and procedures concerning access to personal, proprietary, and otherwise confidential data may result in sanctions and disciplinary action, up to and including termination of employment at the University of Pennsylvania.