CONFIDENTIALITY AGREEMENT

UNIVERSITY OF TULSA
Administrative Computer Systems Access

In consideration for access to the University of Tulsa's Administrative Computer Systems (**Systems**), I agree as follows:

1. For purposes of this Agreement, "confidential information" is defined as information disclosed to me or known by me as a consequence of my employment at the University of Tulsa (**The University**) and in particular to information gained by my access to the Systems, which is not generally known by other sources outside of the Systems. Confidential information may include, but not be limited to, protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and academic information defined by the Family Educational Rights and Privacy Act of 1974 ("FERPA"). It includes all information which may be used to establish personal identity or compromise privacy.

2. During my employment and after I have completed my employment, I will hold the confidential information of the Systems in trust and confidence, and will not use or disclose it or any embodiment thereof, directly or indirectly, except as may be necessary in the performance of my duties for The University. I understand that disclosure could be highly damaging to The University and to all persons or organizations whose information is included in the Systems.

3. I understand that any and all such information belongs to and is the property of The University and therefore I will not copy, store on other media, or print on documents, confidential information that is then removed from the control of The University except as authorized by The University. I further agree that all confidential information copied, stored on other media, or printed as part of my normal work will be properly and completely destroyed upon disposal of the stored media.

4. I understand that if I violate this Agreement, I may be subject to disciplinary action, legal action or both.

_____
(Signature)

_____
(Print or Typed Name)