

Staff Access to Confidential Information Agreement

This agreement is entered into between the Staff Member and the Organization for the purpose of governing access to, use, and safeguarding of confidential information.

1. Definition of Confidential Information

“Confidential Information” includes but is not limited to personal data, business operations, client information, financial data, processes, and any other information designated as confidential by the Organization.

2. Obligations

- Staff will only access confidential information necessary to fulfill their job responsibilities.
- Staff will not disclose confidential information to any unauthorized individual or entity.
- Staff will not use confidential information for personal gain or outside the scope of their employment.
- Staff will follow all policies and guidelines regarding information security.

3. Duration

These obligations remain in effect during and after employment.

4. Acknowledgment

By signing below, I acknowledge that I have read, understood, and agree to comply with the above terms regarding access to confidential information.

Staff Member Signature

Date

Printed Name

Position/Title