



University of Massachusetts Lowell
Confidentiality Agreement Acknowledgement Form

In accordance with the trust placed in us by the University and our users, all UMass Lowell employees and students are responsible for maintaining the confidentiality of the data with which they work and for keeping data secure and accessible only to those who have rights to this information.

I understand that in the course of my work and/or research for the University, I may have access to sensitive, confidential, proprietary or personal information regarding faculty, staff, students, parents, alumni, vendors, the University and/or any minor enrolled in a University program. Such sensitive and confidential information may be verbal, on paper, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, medical/health, financial, employment, contractual, or institutional data.

I affirm that I will not intentionally access, use, remove, disclose, copy, release, sell, loan, alter or destroy any sensitive and confidential information except as authorized within the scope of my research with UMass Lowell. I have a duty to safeguard and retain the confidentiality of all sensitive and confidential information. Upon termination of my affiliation with UMass Lowell, or earlier as instructed by the University, I will return to the University all copies of all materials containing sensitive and confidential information.

I understand that I will be held responsible for my misuse or unauthorized disclosure of sensitive or confidential information, including the failure to take reasonable steps to safeguard my information access codes or devices. My obligations under this Agreement are effective as of this day and will continue after my affiliation with UMass Lowell concludes. Violation of these rules may result in discipline, consistent with the applicable collective bargaining agreement and/or criminal prosecution under appropriate state and federal laws.

Printed Name

Date

Signature