

No. IT- 042	Policy Name: Department of Information Technology Confidentiality Agreement
Effective Date: 7-1-2011 Last Revised Date: 6-25-2014	Citywide Policy <input type="checkbox"/> IT Policy <input type="checkbox"/> IT Procedure <input checked="" type="checkbox"/>
Approved By: IT Director	

Department of Information Technology Confidentiality Agreement

The nature of positions within the IT Department often require that staff have access to confidential, personal and or sensitive information, data and documents such as personnel data, financial data, economic development data, proposals/working documents and citizen's personal data, etc. ***Unless otherwise indicated, all data and information should be considered confidential.*** Employees shall not access, modify or reproduce the information or use it for any purpose other than for the performance of his/her job duties. Employees shall not disclose or divulge either directly or indirectly any such information to others, unless authorized to do so. Such confidential or sensitive information shall be held in strict confidence and IT employees shall exercise a reasonable degree of care to prevent disclosure to others.

Employees may be subject to disciplinary action, up to and including termination, if they violate the Department's Confidentiality agreement.

Employee's Name (Printed)

Employee's Signature

Date