



**Confidentiality Agreements Policy # 1710.070**

<b>INITIAL EFFECTIVE DATE:</b>  July 2005	<b>LAST REVISION DATE:</b>  February 12, 2021	<b>RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT</b>  Division of Human Resources Employee & Labor Relations
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**POLICY STATEMENT**

Any written or oral statement containing confidential, personal information related to business, financial or medical transactions, including name, birth date, address, telephone number, social security number, personal photograph, amounts paid or charged on University charge cards is to be safeguarded.

It is the legal and ethical responsibility of all Florida International University faculty, staff employees, students, and volunteers to preserve and protect the privacy, confidentiality and security of all confidential information, written or verbal, acquired during their course of work at Florida International University. Use of confidential information for any personal gain or offer of such information to any individuals or publications to the detriment of Florida International University during or after employment is forbidden.

Willful violation or unauthorized activities compromising the Confidentiality Agreement made between the employee and employer (Florida International University) will constitute cause for disciplinary action up to and including termination of employment.

**SCOPE**

This policy applies to all university employees, including temporary employees.

**REASON FOR POLICY**

To prohibit the unauthorized exchange of confidential information between the employee and any other party who does not have the right to receive the information.

**DEFINITIONS**

<b>TERM</b>	<b>DEFINITIONS</b>
N/A	N/A



**ROLES AND RESPONSIBILITIES**

Employees will follow all processes to ensure they hold confidential the personal information entrusted in them in their day-to-day responsibilities.  
Supervisors or anyone who becomes aware that an employee has breached confidentiality should immediately report it to Employee & Labor Relations or their second-level supervisor. This breach of confidentiality can also be reported to the Office of Compliance or Office of Internal Audit.

**RELATED RESOURCES**

N/A

**CONTACTS**

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**HISTORY**

**Initial Effective Date:** July 2005  
**Review Dates** (*review performed, no updates*): N/A  
**Revision Dates** (*updates made to document*): February 12, 2021