

# GEORGETOWN UNIVERSITY LAW CENTER

## CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_, have accepted or currently hold a position at Georgetown University Law Center. In performing the duties for which I have been engaged or hired, I understand that I will see, hear, and have access to confidential or sensitive documents and knowledge that are in the possession, custody, and control of the office in which I work at Georgetown University Law Center.

1. As a condition of my engagement or employment at Georgetown University Law Center, I agree that I will not copy for my own use any document that I am given, shown, or have access to, except to the extent that I am given permission to do so by my supervisor at Georgetown University Law Center.
2. As a condition of my engagement or employment at Georgetown University Law Center, I agree that I will not look at, examine, or retrieve any document or file except those to which I am given access or that I am otherwise authorized to handle.
3. As a condition of my engagement or employment at Georgetown University Law Center, I agree that, except as authorized by the Assistant Dean or Director, I will not discuss with anyone outside of my office any fact, matter, document, or file of or about which I learned through my duties at Georgetown University Law Center.
4. If I am uncertain whether a particular fact, matter, document, or file is covered by the confidentiality structures in this agreement, I will resolve all uncertainties in favor of preserving the confidentiality of that item, and I will seek clarification from the Assistant Dean or Director before engaging in any conduct that might jeopardize the confidentiality of that item.
5. I understand that I am bound by the conditions outline in the following University policies: Policy #403, Confidential Information Policy #1005, Computer Systems Acceptable Use Policy.
6. I understand that any unwarranted violation of the terms of this agreement will subject me to termination immediately, and may also case the Assistant Dean or Director to refer such violation to appropriate University or law enforcement authorities for appropriate adjudication or prosecution.

By signing and dating this agreement in the spaces provided below, I certify that I have read this agreement; that I understand the confidentiality structures to which I am subject; ant that I agree to observe those structures.

Date: \_\_\_\_\_ Employee's Signature: \_\_\_\_\_

Position for which hired or engaged: \_\_\_\_\_

Starting Date: \_\_\_\_\_ Supervisor's Signature: \_\_\_\_\_