

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

CONFIDENTIALITY AGREEMENT

I acknowledge receipt of HSCEP OP 52.09, Confidential/Sensitive Information, including Attachment A - Information Security Plan for Financial Information. As defined in this OP and in any other Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) policy or applicable federal or state law, I agree to hold as strictly confidential "Confidential/Sensitive Information" to which I have access to or obtain as an employee, student, volunteer, or any member of the TTUHSC El Paso workforce with whom the entity for which I work has a relationship (contractual or otherwise) involving the exchange of any Confidential/sensitive information.

I understand the importance of maintaining the strict confidentiality, both in accessing and releasing Confidential Information, and I agree to comply with applicable policies, laws and regulations in performing my duties and responsibilities as these relate to Confidential Information. I understand I must comply with TTUHSC El Paso policies and procedures, including, but not limited to:

- HSCEP OP 52.09, *Confidential Information*
- HSCEP OP 52.02, *Privacy and Security of Health Information*
- HSCEP OP 77.13, *Student Education Records*
- HSCEP OP 56.01, *Acceptable Use of Information Technology Resources*
- Texas Administrative Code Rule §202

I agree to the following:

1. Only access Confidential Information as required to perform my duties and responsibilities at TTUHSC El Paso.
2. Handle all Confidential Information, whether written, electronic, oral or in some other form, in such a way that it shall not be revealed or disclosed to an unauthorized person. This includes but is not limited to any unauthorized electronic social networking sites or means, such as twitter, Facebook, etc.
3. Not disclose Confidential Information now, or at any time in the future, except as required to perform my job duties and responsibilities at TTUHSC El Paso and then only to the extent disclosure is consistent with the authorized purpose for which the information was obtained.
4. Agree to use the resource *only* for the purpose specified by the institution or information-owner as mandated by Texas Administrative Code (TAC) 202
5. User will never:
 - Share/disclose passwords.
 - Use tools or techniques to break/exploit/disable security measures.

I further agree that on or before the date of separation of my employment or association with TTUHSC El Paso for any reason, I will return any and all Confidential Information in any form, including paper or electronic, in my possession, custody or control to the appropriate TTUHSC El Paso authority, and I will destroy any and all duplicate Confidential Information that may remain on my personal electronic device(s) or that is otherwise under my personal control.

I acknowledge and agree that any breach of this Confidentiality Agreement by me may result in disciplinary action which may include immediate termination of my employment or affiliation with TTUHSC El Paso; further, I understand that such a breach may result in legal action.

The terms of this Confidentiality Agreement are effective immediately and apply to all Confidential/Sensitive Information I have obtained in the past as well as future Confidential/Sensitive Information. I understand that this document will become a part of my permanent employment, volunteer, and/or student record.

Signature of Employee, Student, Volunteer or any member of TTUHSC El Paso workforce

Date

Print Name

Tech ID R#