



Attestation Forms

Confidentiality Agreement

Please read the following agreement carefully and sign at the bottom of the agreement.

I agree to be bound by the following terms and conditions which are so described below. I acknowledge that I would not have been offered employment without my express understanding of an agreement with the confidentiality which is contained in this document.

1. Definition of Confidential Information

In this agreement, "Confidential Information" includes personal information of employees and students such as name, address, birth date, and social security numbers, compensation, benefits information as covered by Health Information Policy Portability and Accountability Act (HIPPA) and Family Educational Rights and Privacy Act (FERPA), and beneficiary information as required for life insurance.

2. Non-Disclosure of Confidential Information

- a. I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person other than for purposes of Rowan Cabarrus Community College (RCCC) and I will not use for my own purposes or for purposes other than those of RCCC, any Confidential Information which I have acquired in relation to the business of RCCC.
- b. I agree that upon the request of RCCC, and in any event upon the termination of my employment with RCCC, for whatever reason, I will immediately return to RCCC all of the materials, including all copies in whatever form, containing Confidential Information which are in my possessions or under my control.
- c. I understand my obligations under this agreement not to disclose to others any Confidential Information shall not apply to any Confidential Information I am required to disclose by any court or regulatory body or under applicable law provided that I shall give RCCC prompt notice of any demand of me to disclose such Confidential Information.

3. Conflict of Interest

I cannot accept gifts, bribes, goods or services that fall outside of normal business practices and were received with the intent of influencing the purchase of goods or services from the supplier.

4. General

This agreement constitutes the entire agreement between you and RCCC with respect to the protection by RCCC and its rights and cancels and supersedes any prior understandings and agreements between the parties.

I agree to the terms and conditions of the Confidentiality Agreement as stated above.

Yes _____ No _____

Signature

Date

Print Name