



Cornell University

Office of the Vice Provost  
for Research

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### **Cornell University Research Division Confidentiality Agreement**

The Purpose of this agreement is to ensure complete understanding of the responsibilities that come with access to confidential university data. University financial, human resource, and student data is confidential. Other data may also be considered confidential that is not listed above. The individual accessing the data has the responsibility to recognize the need for confidentiality.

Cornell University Policy 4.6 Standards of Ethical Conduct provides in pertinent part:

“Use of confidential information acquired in the course of university affiliation is only for official or legal purposes, and not for personal or illegal advantages, during or after such affiliation.”

At all times:

Do not work on your own or a family member’s records without authorization.

Do not look up and/or disclose confidential information for friends or relatives.

Do not use confidential information to which you have access to support your own salary, title, or band level requests.

Do not respond to inquiries regarding confidential information in any way that may violate university policies.

If you ever feel pressured by anyone to use the information to which you may have access in a way that may violate this agreement, report your concern to your supervisor, Center Director, Vice Provost or the University Audit Office. You will be protected from any retaliation as a result of your report.

**I understand that a violation of this agreement could result in disciplinary action up to and including termination.**

**By my signature below, I agree to abide by this Cornell University Research Division Confidentiality Agreement.**

**Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

11/28/2007

Cornell University is an equal opportunity affirmative action educator and employer.