

STATE OF DELAWARE  
CONFIDENTIALITY AGREEMENT

The State of Delaware maintains strict confidentiality and security of employee information, including but not limited to, information that is contained in personnel, medical and other records and files in compliance with applicable laws, rules, regulations, policies and procedures. You are only authorized to access employee information contained in such records to the extent necessary to perform your job duties.

As a State of Delaware employee, you are required to protect against unauthorized disclosure of such information, and ensure its security and privacy. You are also required to report any anticipated or actual security breaches, or other threats or hazards to this information.

You must also be very careful not to release employee information to the public or to other individuals, including but not limited to, other State of Delaware employees who have not been authorized or who do not have a legitimate business need to have access to it. Any questions regarding release of such information to another person should be directed to your supervisor or their designee.

Unauthorized access is defined as:

- Access to employee information not necessary to carry out your job responsibilities.
- Non-business access to the records of an employee. This includes your children, spouse, parents and other relatives as well as friends and acquaintances.
- Release of employee information to unauthorized internal or external users. This includes, but is not limited to, your children, spouse, parents and other relatives as well as friends and acquaintances.
- Release of more employee information to an authorized individual/agency than is essential to meeting the stated purpose of an approved request.

Information may not be divulged, copied, released, sold, loaned, used for personal gain, reviewed, altered or destroyed except as properly authorized by the appropriate State of Delaware official within the scope of applicable laws, rules, regulations, policies and procedures, including record retention schedules.

As a State of Delaware employee, you must abide by the laws, rules, regulations, policies and procedures of the State of Delaware, as well any other laws applicable to your position. The State of Delaware may at any time revoke an employee's access, other authorization, or other access to confidential information. Additionally, failure to comply with any of the laws, rules, regulations, policies and procedures may result in disciplinary action, up to and including termination of employment. Criminal or civil penalties may also be imposed, depending upon the nature and severity of the breach of confidentiality.

I have read and understand this confidentiality agreement, and agree to be bound by it:

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date