



Confidentiality Statement

I understand that, as an employee of John Carroll University I have a duty to hold in the strictest confidence the contents of all confidential material which includes, but is not limited to, customer supplier and contact lists, employee records, student records, financial records, marketing plans, strategic planning documents, research data, and any other information of a confidential nature obtained during my employment. I understand that this information is to be accessed on a need to know basis only as it relates to the job. Further, I understand that my violation of this duty will result in disciplinary action being taken against me. The disciplinary action may include suspension or termination depending on the gravity of the offense. Legal action may also be a result of my violation of this duty.

Date: _____

Name (printed) _____

Employee Signature: _____