

## CONFIDENTIALITY AGREEMENT

As an employee of St. Olaf College, I understand that I may have access to St. Olaf's Confidential Information. I agree as a condition of my employment not to disclose Confidential Information to St. Olaf students or to anyone who is not affiliated with St. Olaf College unless directed to do so by my supervisor. I further agree that I may share Confidential Information with other St. Olaf employees only if they need to know the Confidential Information to do their jobs, and I have been directed by my supervisor to share the Confidential Information. I understand that "Confidential Information" includes all information St. Olaf desires to keep confidential, including for example, information of St. Olaf relating to its finances, personnel, management, students, donors, and development plans. I understand that a breach of this Agreement will subject me to disciplinary action, up to and including termination of employment.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date