

**MEMORIAL UNIVERSITY  
IT SERVICES**

**UNDERTAKING OF CONFIDENTIALITY AND SECURITY FOR NON-MUN EMPLOYEES**

IT Services (ITS) has been entrusted by its clients with highly confidential information. To safeguard this trust, the university insists on strict confidentiality, and physical and systems security in the processing and use of such information by its employees. This policy applies to all non-MUN employees including contractual workers and visitors to Memorial. Each person is personally responsible for the protection of confidential information to which they have access while working for Memorial. Use of ITS services by non-MUN employees is conditional upon completion of this form and acceptance of the terms and conditions specified herein.

**PLEASE READ THIS STATEMENT CAREFULLY BEFORE SIGNING**

1. I will treat all university information as confidential unless the information has been explicitly provided for wider access.
2. I will treat all personal computer files and mail as confidential, examining or disclosing the contents only when authorized by the owner, approved by the appropriate University official, or required by law, as outlined in the university's Appropriate Use of Computing Resources Policy.
3. I will not alter or in any way change university information except as required in the performance of my duties.
4. I will not divulge confidential university or client information to any person without proper authorization.
5. I will report any breaches of this policy immediately to the Director of IT Services.
6. I have read and understood the provisions of:
  - Memorial's Privacy Policy
  - Memorial's Electronic Data Security Policy
  - Memorial's Appropriate Use of Computing Resources PolicyPolicies can be reviewed at <http://www.mun.ca/policy/>
7. If using non-university-owned equipment to access, process, or store university data, said equipment must be secured to the same standards laid out for university-owned equipment in the Electronic Data Security Policy.
8. I will only run legally licensed software on any Memorial-owned machine that I operate.
9. I am aware that failure to comply with any of the above conditions may result in disciplinary action taken against me, including termination from the contract. I am also aware that the university retains the right to pursue prosecution when misuse of its information or resources is suspected.

**I have read and understand this Agreement and will ensure strict adherence to its terms.**

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Witness \_\_\_\_\_

**Please email completed form to the ITS Service Desk at [help@mun.ca](mailto:help@mun.ca)**