

# Confidentiality Agreement

MINNESOTA STATE COLLEGES & UNIVERSITIES



I understand that as an employee of Minnesota State and/or as a member of the search advisory/screening committee, I will receive information on applicants and employees that are classified as private data under the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. Therefore, I agree to keep such information confidential and not to disclose the names of applicants or any other information about an applicant or employee unless authorized to do so.

I acknowledge that failure to comply with this agreement could subject me to discipline and/or the institution to legal claims under applicable privacy laws.

\_\_\_\_\_  
Search/Interview Committee Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

If a candidate makes a request for a modification or adjustment to a job, the work environment, or the way things are usually done during the hiring process and that request is related to a medical/mental health condition (or if you aren't sure if the request is related to a medical/mental health condition) contact HR right away for ADA guidance.

**Note: This confidentiality agreement is active after all training requirements have been completed. You will need to sign a confidentiality agreement for each new search committee you serve on.**

For unclassified positions, signed forms shall be returned via email to [searches@stcloudstate.edu](mailto:searches@stcloudstate.edu) or Office for Institutional Equity & Access, AS121. For classified positions, please return to [humanresources@stcloudstate.edu](mailto:humanresources@stcloudstate.edu) or Human Resources, AS204.