

# Confidentiality Agreement

## MINNESOTA STATE COLLEGES & UNIVERSITIES



ST. CLOUD STATE UNIVERSITY

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. Therefore, you acknowledge you will abide by the following:

- I will not leave applicant documents up on the computer screen when unattended.
- I will not save applicant documents. Delete temporary/download files on Mac and PC computers.
- I will not print applicant documents.
- I will not share my username/password with anyone.

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

**Note: This confidentiality agreement is active after all training requirements have been completed through June 30, 2022.**

For unclassified positions original signed forms can be returned via email to [oea@stcloudstate.edu](mailto:oea@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.

Revised 8/2021