

Ames Laboratory Human Resources
Confidentiality Agreement

It is the responsibility of all Ames Laboratory Human Resources staff to preserve and protect confidential employee and business information. During the course of your employment you may have access to gain knowledge of or be entrusted with personnel information. This information may contain matters of a highly sensitive and/or personal nature.

I understand and acknowledge that:

1. I shall respect and maintain the confidentiality of all discussions, deliberations, employee records and any other information generated in connection with individuals.
2. It is my legal and ethical responsibility to protect the privacy, confidentiality, and security of all employee records, proprietary information and other confidential information relating to Ames Laboratory Human Resources and its affiliates, including business, employment and medical information relating to employees and associates.
3. I shall only access or disseminate employee information in the performance of my assigned duties and where required by or permitted by law, and in a manner which is consistent with officially adopted policies of the Ames Laboratory Human Resources, or where no officially adopted policy exists, only with the express approval of my supervisor or designee. I shall make no voluntary disclosure of any discussion, deliberations, employee records or any other employee action, peer review or risk management information, except to persons authorized to receive it in the conduct of Ames Laboratory Human Resources affairs.
4. I agree to discuss confidential information only in the work place and only for job related purposes and to not discuss such information outside of the work place or within hearing of other people who do not have a need to know about the information.
5. My obligation to safeguard employee/records confidentiality continues after my termination of employment with the Ames Laboratory.

I hereby acknowledge that I have read and understand the foregoing information and that my signature below signifies my agreement to comply with the above terms. In the event of a breach or threatened breach of the Confidentiality Agreement, I acknowledge that the Ames Laboratory may, as applicable and as it deems appropriate, pursue disciplinary action up to and including my termination from the Ames Laboratory.

Dated: _____

Signature: _____

Print Name: _____

Department: _____

