



**STATE EMPLOYEE  
CONFIDENTIALITY AGREEMENT**

In accordance with the [Public Officers Law §74](#) Code of Ethics, information contained in the various electronic systems and physical files used by State University of New York at Fredonia (“Fredonia”) is confidential in nature and is only to be used in connection with official State business following the Fredonia Information Security Program. Access to the electronic or physical information is granted to selected offices with the understanding that the information and any reports generated from various systems will be accessible only to appropriate personnel for legitimate business purposes.

As an employee of Fredonia, I recognize that I may have access to or be required to handle certain information that is confidential, private, and proprietary for the performance of my duties.

Any release or disclosure of Fredonia’s Category II: Private or Cat III: Restricted information per the Data Risk Classification Policy should be in accordance with the Information Security Data Access Policy. Failure to maintain confidentiality or misuse of the information contained in various systems may subject an employee to discipline up to and including termination.

As an employee of Fredonia, I hereby understand and agree to abide by the above confidentiality statement.

|                         |       |
|-------------------------|-------|
| _____                   | _____ |
| Employee Printed Name   | Date  |
| _____                   | _____ |
| Employee Signature      | Date  |
| _____                   | _____ |
| Supervisor Printed Name | Date  |
| _____                   | _____ |
| Supervisor Signature    | Date  |

Prepared by: Information Security Committee, Fredonia  
Reviewed by: President’s Cabinet  
Adopted on: 6/02/2004  
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