



Human Resources

300 North Washington Street
Pennsylvania Hall
Campus Box 2443
Gettysburg, Pennsylvania 17325 –1400

717.337.6202
717.337.6624 fax
www.gettysburg.edu

CONFIDENTIALITY AGREEMENT

I understand that during my employment with Gettysburg College, I may have access to confidential information regarding students, employees and/or the business of the College. I understand that I have a duty to maintain the confidentiality of all such information and I agree to uphold this obligation. I understand that this duty includes a duty not to share any such information with any unauthorized third persons, and I agree to uphold this obligation, as well.

I understand and agree that if I share any such confidential information in violation of this policy or the law, my employment with Gettysburg College will be terminated. I understand further that this obligation of confidentiality survives my employment with the College.

I understand that this agreement does not restrict my right to divulge my own personal confidential information or information related to my wages, hours, or other terms and conditions of employment.

First and Last Name

Signature

Date