**CONFIDENTIALITY AGREEMENTS**

To ensure the confidentiality and security of all University data, all current employees (including student workers) who have access to sensitive information, electronic and/or hard copy data should sign the Confidentiality and Security Agreement available on Human Resources web page at:

<https://www.muw.edu/images/admin/admin/hr/current/forms/confidentialityagreement.pdf>

Each department should maintain the original documents from each employee, and forward one copy to ITS at MUW-1612.  Hiring managers should collect a signed agreement as part of the onboarding process for new employees.

Please forward copies of signed agreements for current employees and new employees as they are hired to ITS.