

University of Wisconsin-Stout  
Agreement to Maintain the Confidentiality of University Information

I understand that while employed at the University of Wisconsin-Stout, I will have access to confidential information. I further understand that if I improperly disclose confidential information by any means, including by speech, electronic transfer, photocopy, or removal of original documents, such action may subject me to disciplinary action, termination, and even criminal prosecution. I understand that improper disclosure includes providing confidential information to university personnel who do not have a legitimate need to know the information, as well as providing such information to individuals and legal entities outside the university unless I am acting at the direction of an appropriate university administrator. I agree that upon termination from this position I will return any administrative and student data documents or other materials belonging to the university. I have carefully read and understood this agreement to maintain confidentiality of information, and I am signing and dating this agreement as evidence of my agreement to comply.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date