



Annual Policy Notification & Confidentiality Agreement

Employees’ first and primary obligation is to carry out their workplace responsibilities professionally, objectively, and ethically in a manner that is consistent with the best interest of Princeton University. Employees are required annually to certify that they have reviewed their responsibilities as described in the following University policies and attest they have received notification of the federal and state laws below.

Princeton University Policies: [University policies](#), including and not limited to:

[1.1.3 Responsibilities of Employees](#)

[Rights, Rules, Responsibilities](#) included but not limited to: 1.2.1 Respect for Others, 1.2.2 Discrimination or Harassment (Based on a Protected Characteristic)

[Reporting Potentially Illegal Activity](#)

Federal and State Laws

[Drug Free Workplace Act: As reflected in Drug Free Workplace policy 5.2.2.](#)

[NJ Conscientious Employee Protection Act](#)

[NJ Gender Equity Notice of 2014](#)

Princeton University Acceptable Use Policy for Information Technology: <https://itpolicy.princeton.edu/>

As an individual with access to Princeton University information, you have a responsibility to comply with the laws and University policies that govern such information.

- I understand that my access to confidential or sensitive information entrusted to or maintained by Princeton University is approved solely in conjunction with my assigned duties as an employee of the University and not for any other reason.
- I may only access information needed to perform legitimate duties as a University employee. I may not make unauthorized changes to institutional information or look up, review, or analyze restricted or confidential institutional information outside the scope of my University role and responsibilities, even if I have access to that information unless authorized to do so by my supervisor.
- I must protect the confidentiality, integrity, and availability of the University’s information. I may not share University information or access with any unauthorized individual, whether internal or external to the University. I may not ask for personally identifiable information (PII) unless there is a legitimate business need.
- I must safeguard any physical key, ID card or computer network account that enables access to University information. I will not allow others to access confidential or sensitive University information through sharing of access credentials (NETIDs or passwords) or any other means.

I agree to be bound by this confidentiality agreement and to take all reasonable, necessary, and appropriate steps to safeguard private/confidential information from disclosure to anyone except as permitted under this agreement and the policies listed above. I understand that violation of this agreement may subject me to possible disciplinary action affecting my employment or relationship with Princeton University.

Signature: _____

Please print name and title: _____

Date: _____