

CONFIDENTIALITY STATEMENT

THIS STATEMENT APPLIES TO ANY AND ALL POSITIONS YOU HOLD AT VANDERBILT

I understand that accessing, without authorization, information that the University considers privileged or confidential, releasing such privileged or confidential information, or using such information for non-University purposes, violates University policy.

I attest that I will treat confidential information with the highest level of privacy and professionalism. I will discuss confidential information only with authorized personnel. I understand that violation of confidentiality is considered a serious offense and could result in dismissal from my job.

I will read all instructions and recognize that it is a requirement of my employment to submit my work hours promptly by the deadlines I am given.

Print Name: _____

Signature: _____

Date: _____