

Graduate Peer Mentor Program
Center for Communication Excellence of the Graduate College
Iowa State University of Science and Technology
CONFIDENTIALITY AGREEMENT

The purpose of this agreement is for a graduate student working in the Graduate Peer Mentor Program in the Graduate College's Center for Communication Excellence (CCE) at Iowa State University of Science and Technology (ISU) who is performing reviews of graduate students' or postdoctoral academic communication to understand his or her responsibilities to protect and safeguard the confidential information to which he or she may have access while performing work duties.

To perform my responsibilities for the Graduate Peer Mentor Program in the CCE, I understand and agree that:

1. Access to confidential information is restricted to members of the CCE with an appropriate need to know the information. For purposes of this agreement "confidential information" includes, but is not limited to, personal information such as ISU net IDs or university account information, records detailing student access of the CCE's services, descriptions of individuals' research data, design and approach, methods, findings, or implications, and information about students' supervising faculty or affiliated sponsors of the research. Student information is also protected as confidential by the Family Educational Rights and Privacy Act (FERPA) and access is restricted to the student and ISU employees with an appropriate need to know the information.
2. I will not disclose or provide digital or paper-based copies of any student-produced material that contains confidential information to third parties without first obtaining approval from the ISU graduate student who produced it.
3. I will not disclose any information designated as confidential information which ISU is obliged to keep confidential under applicable statutes, laws or regulations, or under agreements between ISU and other third party relating to information, analysis, data, etc.
4. By having access to this confidential information, I am agreeing to be responsible for the maintenance of the security and confidentiality of all information displayed on the IT system, saved to personal mobile devices such as cell phones or laptops or stored in paper form in the offices in which I work, including the safeguarding of system passwords and identifications. To ensure this is facilitated, digital or paper copies of student work will be destroyed upon the end of the working relationship between the student writer and the Graduate Peer Mentor.
5. All confidential information is to be held in trust and confidence and only used for approved purposes associated with performing the responsibilities of my work as a Graduate Peer Mentor with the CCE. Confidential Information may not be misused, stored, or processed for inappropriate purposes or disclosed to unauthorized persons during my employment or after I leave the Graduate Peer Mentor Program at ISU.
6. Any inappropriate or unauthorized use or disclosure of confidential information to unauthorized persons will subject me to the following: (i) if I am an employee, to immediate disciplinary action, up to and including, termination of my employment and/or legal action. I have read and agree to abide by the policies and procedures developed by Center for Communication Excellence of the Graduate College governing the confidentiality of information.

I ACKNOWLEDGE MY RESPONSIBILITY UNDER, AND AGREE TO ABIDE BY,
THIS CONFIDENTIALITY AGREEMENT

Signature: _____

Date: _____

Printed Name: _____