

## **BOISE STATE UNIVERSITY CONFIDENTIALITY STATEMENT**

In the course of work, employees may have access to confidential information concerning the University, fellow employees, the University's suppliers and customers or other information pertinent to the employee's particular job. University employees should not disclose to individuals outside the University or to co-workers (who are not authorized or do not have a legitimate business need to know the information) any matter pertaining to the employee's work that could reasonably be considered confidential, whether it relates to the University, fellow employees or the University's suppliers and customers. Employees with access to other employees' personnel information should exercise discretion as to whom within the University this information is discussed.

All written materials that come into any employee's possession in the course of his/her employment, even if such written materials are created by the employee, are the property of the University, unless otherwise excluded by University or state policy or applicable law. To promote the integrity of sensitive University information, all employees are responsible for protecting confidential information of the University. In addition, no employee shall take from the University premises any confidential materials unless it is necessary for work related purposes.

By clicking on the "Complete Certification" button at the end of the Compliance Training page on myBoiseState.edu, you agree that you will not disclose confidential information in accordance with this Confidentiality Statement.