

# UNIVERSITY OF WYOMING

Human Resources Department  
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## **Human Resources Confidentiality Agreement**

The purpose of this agreement is to provide expectations and guidelines for protecting and ensuring the confidentiality of data and information related to Human Resources (HR) at the University of Wyoming. It is crucial that all Human Resources personnel, designees, and those with access to HR data respect the confidentiality of prospective candidates, applicants, and employees at the University of Wyoming. Those granted access to HR information, systems and data will make all appropriate efforts to protect and secure university data and information.

Confidential HR information includes but is not limited to Employee Information (personal identification details, job application details, hiring information, new-hire paperwork, performance information, compensation and benefits details, payroll information, termination, attendance details, personnel files, background check and EEO and disability identification details); Health & Medical Information (ADA details, HIPAA details, FMLA details, Workers' Compensation details); Investigation Records; Reporting Data; et. al. Additional information contained in any related paper or electronic record inside or outside of the system or database of record is also included.

Human Resources personnel, designees, and those with access to HR data are expected to act in a professional manner and refrain from accessing confidential information and discussing confidential matters or information except as required to perform your job duties. Employees shall be cognizant of confidential details that are being discussed and shall refrain from having such discussions in public areas such as hallways, the front desk and waiting areas or with individuals or groups that should not have access to that information. If you are unclear whether information is confidential, please check with the AVP of HR prior to releasing such information.

All new employees of the Human Resources Department, designees, and those with access to HR systems and data will be provided with a copy of this agreement at the time of employment. All current employees of the Human Resources Department, designees, and those with access to HR systems and data will review this agreement annually.

### Agreements:

- I understand and agree that information I am privy to may only be disclosed with proper authorization and in the exercise of my designated duties.
- I agree not to use any access or information available to me in the course of my duties to engage in any activity that conflicts with the interests of the University of Wyoming or use any access available to me to provide information to others engaged in any activity that conflicts with the interests of the University of Wyoming.
- I will not discuss, use, forward, print, copy, photograph, record, remove, alter, or otherwise disseminate any confidential information that is given, shown, or available to me, or which otherwise comes to my attention, for purposes outside the legitimate scope of my work.
- I shall not, directly, or indirectly, communicate orally, in writing, or by e-mail, social media, or through any other means, any confidential information to any unauthorized person, including, without limitation, other students, work colleagues, family members, etc.

- When I leave the University, I will not take with me any confidential information or will immediately return any I have in my possession and not retain any copies.

Specifically, with respect to HR systems, records, files, email, and other information I have access to, I will:

1. Not seek personal benefit or permit others to benefit personally from any data or information that has come to me through my work assignments.
2. Not make or permit unauthorized use of any information in the HR's information systems or records.
3. Not enter, change, delete or add data to any information system or file outside of the scope of my job responsibilities.
4. Not intentionally or knowingly include or cause to be included in any record or report, a false, inaccurate, or misleading entry.
5. Not intentionally or knowingly alter or delete or cause to be altered or deleted from any records, report or information system, a true and correct entry.
6. Not access, monitor, or release HR data other than what is required for the completion of my job responsibilities.
7. Not exhibit or divulge the contents of any HR record, file, or system to any person except as required for the completion of my job responsibilities.
8. Take every reasonable precaution to prevent unauthorized access to any of my passwords, user identifications, or other information that may be used to access HR systems or records.
9. Report any incidents of my non-compliance with the terms of this agreement to my supervisor and to HR.

I understand and agree that my failure to comply with the terms of this agreement will have consequences and may result in disciplinary action up to and including termination and/or criminal prosecution, depending upon the infraction's severity, evidence of my intentions, and the sensitivity and scope of the information compromised.

**By signing and dating this agreement in the spaces provided below, I certify that I have read this agreement, that I agree to its terms, and that the agreement remains in effect continuously for the duration of my employment by the University of Wyoming. I also agree that, when my employment with the University of Wyoming ends, I will not keep in my possession, recreate, or deliver to anyone else, any confidential, sensitive, or proprietary information whether it is labeled as such that I acquired while employed by the University of Wyoming.**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Job Title

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

\_\_\_\_\_  
Date

**\*\*\*Provide the signed agreement to HR at [hr@uwyo.edu](mailto:hr@uwyo.edu)**

For HR Use Only		
Access Justification:	<input type="checkbox"/> DHR	<input type="checkbox"/> IT Employee
	<input type="checkbox"/> Cost Center Approver	<input type="checkbox"/> Business Analyst
	<input type="checkbox"/> HR Employee	<input type="checkbox"/> Upgrade Tester
Reviewed by:	<input type="checkbox"/> HR Business Manager	<input type="checkbox"/> AVP of HR
Initials:		