

# COMMITMENT TO PROTECT NON-PUBLIC, SENSITIVE INFORMATION

## CONTRACTOR AGREEMENT

Access to non-public, sensitive information may be required in the performance of my official duties, under contract number \_\_\_\_\_ between

\_\_\_\_\_ and my employer \_\_\_\_\_  
(NIH I/C Name or Component) (Employer's Name)

Should I have access to non-public sensitive information, I agree that I shall not release, publish, or disclose such information to unauthorized personnel. I shall protect such information and will employ all reasonable efforts to maintain the confidentiality of such information. These efforts shall be no less than the degree of care employed by \_\_\_\_\_ to preserve and safeguard its own sensitive information.  
(Employer's Name)

**I agree that I shall immediately notify the NIH IT Service Desk of any suspected or confirmed unauthorized disclosure and/or misuse of sensitive information.**

[ 301-496-4357 (local), 866-319-4357 (toll free), 301-496-8294 (TTY) or <http://ithelpdesk.nih.gov> ].

I understand that there are laws and regulations which provide for criminal and/or civil penalties for improper disclosure, including but not limited to:

- a) 18 U.S.C. 641 (Public Money, Property or Records)
- b) 18 U.S.C. 1832 (Trade Secrets)
- b) 18 U.S.C. 1905 (Disclosure of Confidential Information)
- c) 5 U.S.C. 552a (Privacy Act)

*I affirm that I have received a written and/or verbal briefing by my company concerning my responsibilities under this agreement. I understand that violation of this agreement may subject me to criminal and civil penalties.*

Select one of the two options for signing this form:

### 1) Digital Signature

Insert Digital Signature

### 2) Manual Signature (requires Witness)

Type or Print Your Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Type or Print Witness Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Retain this original signed form for your records.**

Submit copies to:

- 1) Your NIH IC Project Officer, and
- 2) Your Employer's Contract Management Office