



NORTHWESTERN ATHLETICS

Northwestern University – Department of Athletics & Recreation Confidentiality Agreement for the Football Program

As a member of the Northwestern University Department of Athletics and Recreation (“Department”) and specifically when working with the Football Program you will have access to confidential and sensitive information. This information includes, but is not limited to: student records, employee records, donor information, passwords, medical information, Department or program operational information, business records, strategy information, film/tapes, and recruiting information. The information may be in documents, correspondence, verbal interactions, departmental files, and data bases. By virtue of your employment within the Department, you are accountable for the responsible use of Department and confidential information and for ensuring the confidentiality, integrity, and accuracy of that information. Specifically, in the execution of your duties:

1. You are responsible and accountable for maintaining the confidentiality of all Department information and other confidential and sensitive information you may encounter. This information should not be revealed, distributed or discussed (even through casual discussion) with anyone, except as required in the normal performance of your duties.
2. You may not attempt to or alter, modify, add, delete or copy Department documentation except as authorized in the performance of your duties by your supervisor or supervisor's designee.
3. You may only access information or documents required to perform duties authorized by your supervisor or supervisor's designee.
4. Confidential information and records are considered property of the University and Department and may not be disclosed to external parties for commercial or unauthorized use.

In addition, it is the Department's expectation that use of any information gained while working within the Department will not be used in any academic coursework you might be pursuing unless disclosure of information is approved by your supervisor and the Department.

Failure to abide with the above confidentiality agreement is grounds for discipline, up to and including, termination of employment from the University. Additionally, disclosing confidential data, without proper authorization, may violate the Family Educational Rights and Privacy Act of 1974 and other federal and state laws and regulations and may subject you or the University to civil and/or criminal liability.

I certify that my signature below indicates that I have read this agreement and understand my responsibility for maintaining the confidentiality of Department and University information and records, regardless of the form. I also agree not to disclose confidential information to any unauthorized person or organization while working for the University or after my employment at the University ends.

Employee Name: Ikhlas Attarwala

Employee Signature: 

Date: March 20th, 2019