Due to a recent incident in <xx research institute>, I have been asked by <xx research institute> Corporate Compliance to review and sign the following agreements and attached policies with all <xx research institute> employees at Monday’s Department Meeting  at 12:00pm in Conference Room.

* **Computer and Network Access Agreement:** Because of your job responsibilities, you may have access to confidential business and research information in addition to patient information. This may include, but is not limited to, information concerning xx Health System’s financial status, business practices, strategic and marketing plans, donor gifts, employee records, and research data. This is to remain confidential and may only be accessed for specified job duties.”
* **Email, Internet and Telephonic Communications Employee Acknowledgement:**  “I understand that all electronic and telephonic communication systems and all information transmitted by, received from, or stored in these systems, including email and voicemail, are the property of <XX RESEARCH INSTITE>. I also understand that these systems are to be used primarily for job-related purposes and not for personal purposes.”
* [**Cloud Services Acceptable Use**](https://documentcontrol.mfldclin.org/sites/is/Published%20Documents/Cloud%20Services%20Acceptable%20Use.pdf)**:** 3.2 excerpt: “…Upon request and approval, Cloud services can be used by <XX RESEARCH INSTITE> employees for <XX RESEARCH INSTITE> public data (presentations, documents not containing sensitive or protected data). The <XX RESEARCH INSTITE> employee will be expected to submit an electronic form stating that the employee understand the terms and conditions of Cloud based storage and its use.”
* [**Employee Conduct policy**](https://documentcontrol.mfldclin.org/sites/hr/Published%20Documents/Employee%20Conduct.pdf)**:** 3.2 Ethical Conduct and Confidentiality:

a. Employees shall always act in the System’s best interest, upholding the highest ethical standards. Employees are expected to avoid any activity that may compromise or seem to compromise these interests…

                d. The following conduct is prohibited and shall be subject to disciplinary action up to and including termination:

* + Divulging or accessing confidential information including but not limited to Protected Health Information without a legitimate Need to Know or more than the minimum necessary standard…
* [**Code of Business Ethics and Conduct policy**](https://documentcontrol.mfldclin.org/sites/Compliance/Published%20Documents/Code%20of%20Business%20Ethics%20and%20Conduct.pdf): 3.3 Confidentiality:

c. Confidential information includes…business intelligence, proprietary information, research or technical information, production processes, or any other business information. Physicians and employees may use confidential business information only as needed to perform job duties. Confidential business information may not be disclosed to any person except as required in the normal performance of job duties. It is essential that appropriate precautions are taken to keep confidential business information secure.”