



Office of Academic Decision Support
2020 Kraft Drive
RB-16, Suite 3040
Blacksburg, Virginia 24060
(540) 231-6994
ads@vt.edu

Office of Academic Decision Support Non-Disclosure Agreement

I understand and accept the following conditions and responsibilities as a Virginia Tech employee, student, or research affiliate having been granted access to data stored in the Virginia Tech University DataCommons (including both production and pilot implementations):

1. In the performance of my duties or in the course of my research, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal law, state law, or university policy. Examples of said information include university administrative data, access to operational network systems, or student and faculty network use data. I understand that unauthorized disclosure of such protected information can adversely impact the University, individual persons, or affiliated organizations.
2. I shall use protected information for the sole purpose of performing my job duties or conducting my research. I shall not disclose protected network use or administrative data to ANYONE outside the university without authorization from the university Chief Information Officer. Other types of protected information may require authorization from other cognizant authorities prior to disclosure.
3. I shall not, nor will I permit any other person to copy, reproduce, or publicly disclose protected information other than what is required in the regular performance of my job duties or by the scope of my research.
4. I have read and will comply with all university policies related to the security and privacy of University information resources, specifically policies 7000, 7010, 7035, and 7100. (These policies are available at: <http://www.policies.vt.edu>.)
5. I will seek guidance from the university Information Technology Security Officer whenever I am unsure of the correct decision regarding the appropriate use and confidentiality of information, and I will do so BEFORE I take any action that might compromise that use or confidentiality.
6. I understand that failure to adhere to one or more of the above listed conditions and responsibilities may subject me to disciplinary action which may result in administrative action in accordance with university policy, discharge from employment, civil action, or criminal charges.

Gizem Koekmaz

Name (Print)

A handwritten signature in black ink, appearing to read "Gizem Koekmaz".

06/18/18

Date

Ken Smith

Vice Provost, Academic Resource Mgt

Signature

Date