



# Stanford University

**To:** New Employee

**Subject:** Confidentiality Expectations Agreement

As an employee of Stanford University you are entrusted with confidential and sensitive information. This information includes, but is not limited to personal and financial data. It is essential that University employees honor the confidentiality of all sensitive information and use care in handling such privileged information so that it is not accidentally or intentionally disclosed. Individuals may not access such information or use information obtained in the normal course of their work for other than specific job-related purposes. Disposal of confidential information or potentially sensitive information must occur in ways (such as shredding) that will ensure that it is not accidentally or intentionally disclosed. Those with authority to enter and maintain data must make every effort to prevent unauthorized, erroneous or incomplete data entry.

Following are the current University policies that describe your responsibilities when dealing with confidential information. You are expected to review and maintain current knowledge of these relevant policies:

- Administrative Guide Memo: **1.1.1 University Code of Conduct**  
<https://adminguide.stanford.edu/chapter-1/subchapter-1/policy-1-1-1>
- Administrative Guide Memo: **1.5.2 Staff Policy on Conflict of Commitment and Interest**  
<https://adminguide.stanford.edu/chapter-1/subchapter-5/policy-1-5-2>
- Administrative Guide Memo: **1.6.1 Privacy Policy**  
<https://adminguide.stanford.edu/chapter-1/subchapter-6/policy-1-6-1>
- Administrative Guide Memo: **1.6.2 Privacy and Security of Health Information (HIPAA)**  
<https://adminguide.stanford.edu/chapter-1/subchapter-6/policy-1-6-2>
- Administrative Guide Memo: **6.1.1 Administrative Computing Systems**  
<https://adminguide.stanford.edu/chapter-6/subchapter-1/policy-6-1-1>
- Administrative Guide Memo: **6.2.1 Computer and Network Usage Policy:**  
<https://adminguide.stanford.edu/chapter-6/subchapter-2/policy-6-2-1>
- Administrative Guide Memo: **6.3.1 Information Security**  
<https://adminguide.stanford.edu/chapter-6/subchapter-3/policy-6-3-1>
- Administrative Guide Memo: **6.4.1 Identification and Authentication Systems**  
<https://adminguide.stanford.edu/chapter-6/subchapter-4/policy-6-4-1>

Marco Lanza

Print Name

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Employee Signature

6/1/25

Date

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