

Information Technology Confidentiality Agreement

“As an employee, approved user, and/or Independent Contractor of the City of Saratoga Springs, I understand that I may have access to confidential information.

I understand that what is considered “confidential information” is difficult to define and may vary per my employment duties. When in doubt, and in situations where the confidential status cannot be determined, the information will be considered to be confidential and handled appropriately.

I agree to access only information required to accomplish my employment responsibilities while exposing as little information as possible. In situations where an individual has left confidential information up on a display, or I am required to view files containing confidential information during the course of my employment responsibilities, I will only review the contents of the files in a manner consistent with this agreement and only to the extent required to perform the task at hand.

I agree not to disclose confidential information obtained in the course of my duties to anyone, either City Employees or anyone else who is not affiliated with the City, unless directed to do so, in writing, by my supervisor. My supervisor must obtain permission for any such disclosure from the Commissioner of Finance.

When a request for information that may be confidential is made of an Information Technology employee, by someone not directly involved in the information in question, a formal request for the information must be made in writing, signed by the department head, and reviewed by the Information Technology Systems Manager, the Commissioner of Finance, and the City Attorney.

In all cases, I am aware that I am covered by the Finance Department “Inter/Intra-Departmental Requests for Information - Internal Documents Policy”.

Any attempt to circumvent file auditing or to access information that is protected by security methods in place, or accessing information inadvertently left exposed by a flaw in the security methods in place would be considered a violation of this agreement.

All passwords used for all operations will not be disclosed to any outside source or used in a manner that would allow them to be disclosed.

Any access to internal networks will be only from known secure and controlled computing environments that would not allow a compromise of passwords during login or of internal City network integrity.

Any violation of this agreement may result in disciplinary actions pursuant with labor laws and applicable union regulations in place at the time of the violation.”

Name _____

Position/Title _____

Date _____

Signature _____