Appendix A

University of Pennsylvania Confidentiality / Non-Disclosure Statement – Applicant Data

I understand that in my role at or for the University of Pennsylvania, I may be provided with access to personal, proprietary, and/or otherwise confidential data. This can include information about Penn applicants and prospective applicants and other valued constituents.

I will maintain in strictest confidence the data to which I have access. I will not share any personal or otherwise confidential data with others who are not authorized to access such data. I will not share my password to any information to which I have access.

I will only access personal or otherwise confidential data from secure devices such as Penn-supported desktops and laptops or other password-protected and secure devices.

I will not transmit social security numbers or credit card information by unsecure means. For example, most email services are not secure and therefore are not appropriate for transmitting such sensitive data. Faxing also raises security concerns because of the potential for unauthorized persons at the receiving fax machine. In addition, when sharing other highly sensitive information, I will make every effort to share this information only on a strict need to know basis and exercising reasonable care in how it is shared.

When disposing of confidential data, I will ensure that such data is shredded or otherwise disposed of in a secure and complete fashion.

I will use my access to confidential data only to advance Penn’s mission and as sanctioned by Penn. I understand that the use of confidential data for personal purposes is prohibited.

I have read and agree to abide by the statements above.

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_