

## **Texas A&M University-Commerce Non-Disclosure Agreement**

All telecommunications and information resources leased or owned by the state and all time-sharing services billed to the state shall be used only to conduct state business. Information and resources belonging to the state are an asset that must be accounted for and safeguarded. Information that is entered, processed, stored, generated, or disseminated by automated information systems must be protected from internal data or programming errors and from misuse by individuals within or outside the organization. Specifically, it must be protected from unauthorized or accidental modification, destruction, or disclosure. Otherwise, we risk compromising the integrity of state programs, violating individual rights to privacy, or facing criminal acts. A state official or wrongful act where the information is lost, damaged or destroyed.

### **Employee's Statement of Responsibility.**

I agree by signing this non-disclosure agreement, that I will:

- assure that the software used with my computer system is legally licensed and that each software product is in compliance with license agreements,
- uphold the policies and procedures adopted to safeguard the information and associated resources that I am entrusted with or come in contact with,
- report violations of above policies or procedures to my supervisor, the Information Security Function or other person designated by the agency head,
- use information resources only for the purposes within the scope of my job duties,
- comply with controls established by the Information Security Function, which are included on the account request form
- prevent disclosure of sensitive or confidential information.

---

Employee Signature

---

Date

---

Name (Please Print)

Please return to Human Resource Department