



EMPLOYEE ACKNOWLEDGEMENT OF CONFIDENTIALITY

As an employee of the Board of Regents of the Nevada System of Higher Education (“NSHE”), on behalf of the University of Nevada, Las Vegas (“UNLV” or “University”), I understand that in the course of my work, I may have access to confidential, proprietary or personal information regarding faculty, staff, students, parents, alumni, donors, vendors, community members, the University and/or its foundations. Such confidential information may be verbal, written, contained in software, visible on screen displays, in computer readable form, or otherwise, and may include, but is not limited to, identity, medical/health, educational, financial, employment, contractual, donation, or institutional data.

I hereby acknowledge that I will not in any way access, use, remove, disclose, copy, release, sell, loan, alter or destroy any confidential information except as authorized within the scope of my duties with the University. As an employee, I acknowledge I must comply with applicable local, state and federal laws, as well as University and NSHE policies related to confidentiality. I acknowledge that I have a duty to safeguard and retain the confidentiality of all confidential information. ***I understand that my obligations under this Acknowledgement will continue after termination of my employment and/or affiliation with the University.*** Upon such termination of affiliation with the University, or earlier as instructed by the University, I will return to the University all copies of materials containing confidential information.

I understand and acknowledge that I will be held responsible for my misuse or unauthorized disclosure of confidential information, including the failure to safeguard my information access codes or devices. I acknowledge that any breach of confidentiality, or any abuse of my position, including, but not limited to, unauthorized access to records, disclosure of information, alteration of records, and/or destruction of records or other similar acts, may result in immediate disciplinary action under University and NSHE policies and procedures, which may include, but is not limited to, termination from employment, expulsion from the University, and/or criminal prosecution under appropriate state and federal laws.

SUPPLEMENTAL INFORMATION

Confidential information generally consists of non-public information about a person or an entity that, if disclosed, could reasonably be expected to place either the person or the entity at risk of criminal or civil liability, or damage the person or entity’s financial standing, employability, privacy or reputation. The University is bound by law or contract to protect some types of confidential information, and in other instances, the University requires protection of confidential information beyond legal or contractual requirements as an additional safeguard. Confidential information includes, but is not limited to:

- Student records, including but not limited to student education records within the meaning of the [Family Educational Rights and Privacy Act](#) (additional information at: <https://www.unlv.edu/registrar/ferpa>)
- Medical records, personally identifiable medical information, and all information designated as “Protected Health Information” under the [Health Insurance Portability and Accountability Act](#), or otherwise protected by law (additional information: <https://www.hhs.gov/hipaa/index.html>)

- Personnel files and payroll records, and non-public benefits information
- Personnel records, including information regarding an employee's performance, discipline and conflict of interest information
- Individual criminal background check information
- Individually identifiable biometric information
- Computer system passwords and security codes
- Social Security numbers, driver's license and/or state identification card numbers, passport numbers
- Credit and debit card information, and financial account information
- Unpublished grant proposals and unpublished research data
- Unpublished manuscripts and correspondence
- Budgetary, departmental, or planning information of the University and/or its foundations
- Non-public financial, procurement, health/safety, audit, insurance and claims information
- Internal investigation information, pre-litigation, and non-public litigation and administrative agency charge, audit and inquiry information
- Proprietary or intellectual property in which the University or its foundations asserts ownership that is created by University or foundation employees in connection with their work
- Non-public law enforcement records generated or maintained by University Police Services
- All attorney-client communications and attorney work product of the University and its foundations
- Patient care records, including patient benefit plan enrollment, claims, billing matters, and data concerning human research subjects
- Non-public donor, potential donor, and alumni information, including name (whether or not the donor requests anonymity), amount of contributions, and any other information which may reveal or lead to the discovery of the donor's identity, and alumni contact and financial information
- Donor, alumni, and affiliates birthdates, relationships, email addresses, and phone numbers
- All information, materials, data and records designated confidential by the University and/or one of its foundations, by law or by contract, including information obtained by the University from third parties under non-disclosure agreements or any other contract that designates third party information as confidential

By checking this box, I acknowledge that I have read and understand the above.

Name: _____ Date: _____

Signature: _____