



**Roane State Community College Foundation
College or Foundation Employee or Contractor
Confidentiality Statement**

Name

I understand that in the course of my employment with the Roane State Community College Foundation (Foundation), I may have access to documents, data or other information that may be of a personal or private nature. Further, I understand that such information is to be considered confidential whether or not it is labeled or identified as “confidential.”

I acknowledge that the confidentiality of such information is to be scrupulously protected. Except as required by my activities, I shall never, either during or after my employment at Roane State Community College, directly or indirectly disseminate or disclose any information acquired in the course of my activities.

I understand that I have no actual authority to bind or represent the Foundation with regard to any third parties. Moreover, I agree to avoid giving the impression of having any apparent authority to bind or represent the Foundation with regard to third parties. Accordingly, I may not sign or enter into any agreements or contracts on behalf of the Foundation. (This paragraph applies to all employees or contractors except the Executive Director of Roane State Foundation or the President of Roane State Community College, and only they may have authority with the Foundation Board and/or General Counsel approval when required in policy).

I understand that any violation of this policy of confidentiality will revoke my access to the above listed Foundation information and may subject me to civil/criminal liability/penalties. I hereby acknowledge and will abide by the above confidentiality statement and the Foundation’s Code of Ethics policy.

Signature

Date _____