CNM (Central New Mexico Community College)
Employee Confidentiality Agreement

As an employee at CNM (Central New Mexico Community College), I am aware that the data/information, to which I have access is to be treated in a professional and confidential manner. This information will be used only to conduct the official internal business of the College and may not be disclosed to any party without prior management approval. I agree that it is my responsibility to understand and abide by the CNM Information Technology Use Policy and any other applicable Institute and departmental policies and directives.

I understand that any breach of confidentiality on my part will be considered a violation and may require disciplinary action up to and including termination of employment.

_____	_____	_____
Signature	Print Name	Date

_____	_____
Manager Signature	Date