

Compliance Matters...Important compliance issues that matter to all employees of Benedictine University.

Everyone is responsible for Privacy and Data Security at Benedictine University.

Protecting the Confidential Information of our students, employees, alumni and donors is not just the right thing to, it is required by law. Did you know that many incidents of inappropriate disclosure of Confidential Information are caused by employee mistake?

Do you know **how** to protect the Confidential Information that is entrusted to you as a part of your job at Benedictine University? The Privacy and Data Security Task Force has developed a new Confidentiality Agreement which spells out Benedictine's privacy expectations for employees.

Please read the attached **BENEDICTINE UNIVERSITY CONFIDENTIALITY AGREEMENT for ALL FACULTY AND STAFF EMPLOYEES, ALL STUDENT WORKERS AND INTERNS.**

All existing employees will be required to sign the agreement at their contract renewal (faculty) or at the next performance evaluation (staff). This agreement will be required of all new employees effective January 1, 2012.

If you have any questions, contact Nancy Stoecker, Chair, Privacy and Data Security Task Force; Benedictine University Compliance Officer/Director of Internal Audit, at (630) 829-6402.

Compliance Matters communications can be viewed on the **Compliance web page**.