

Stanford University

Text of iSpace Confidentiality Agreement

As a user of the Stanford University iSpace System, including reporting, you are entrusted with confidential and sensitive information. This information includes, but is not limited to location-based personal, financial, and research-related data. The iSpace System, and associated graphical views may contain information from other University systems that have additional Confidentiality requirements. Individuals may not access such information or use information obtained in the normal course of their work for other than specific job-related purposes. It is essential that University employees honor the confidentiality of all sensitive information and use care in handling or disposing of such information so that it is not inappropriately disclosed. Those with authority to enter and maintain data must make every effort to prevent unauthorized, erroneous, or incomplete data entry.

Following are links to the current University policies that describe your responsibilities when dealing with this information:

Administrative Guide Memo 1, University Code of Conduct,  
Section 3: Confidentiality and Privacy  
Section 1 c: Violations  
<http://adminguide.stanford.edu/1.pdf>

Administrative Guide Memo 15.2, Staff Policy on Conflict of Commitment and Interest,  
Section 2.b: Confidential or Privileged Information  
<[http://adminguide.stanford.edu/15\\_2.pdf](http://adminguide.stanford.edu/15_2.pdf)>[http://adminguide.stanford.edu/15\\_2.pdf](http://adminguide.stanford.edu/15_2.pdf)

iSpace Policy:  
<http://ispace.stanford.edu/policy.html>

Additional University policies related to confidentiality exist and others may be added in the future. These policies must also be strictly followed.

By clicking the "Accept" button you acknowledge that you have read and fully understand the importance of this work instruction and agree to follow it. You also understand that failure to follow it may result in disciplinary action, up to and including termination of employment