

## EMPLOYEE CONFIDENTIALITY AGREEMENT

This Agreement is made between \_\_\_\_\_ ("EMPLOYEE")  
and **Southside Virginia Community College (SVCC)**, on \_\_\_\_\_ 20\_\_.

EMPLOYEE will perform services for SVCC that may require SVCC to disclose confidential and proprietary information ("Confidential Information") to EMPLOYEE. Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to EMPLOYEE's services for SVCC, the business or operations of SVCC, and/or the products, drawings, plans, processes, or other data of SVCC. Accordingly, to protect the SVCC Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows.

- A. EMPLOYEE will hold the Confidential Information received from SVCC in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so by SVCC.
- C. EMPLOYEE will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for SVCC.
- D. EMPLOYEE will, upon the request or upon termination of his/her relationship with SVCC, deliver to SVCC any drawings, notes, documents, equipment, and materials received from SVCC or originating from its activities for SVCC.
- E. SVCC reserves the right to take disciplinary action, up to and including termination, for violations of this agreement.

EMPLOYEE represents and warrants that he/she is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that the EMPLOYEE agrees to the terms and conditions of the agreement stated above.

EMPLOYEE

SOUTHSIDE VIRGINIA  
COMMUNITY COLLEGE

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Human Resources Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date