



**CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, recognize and acknowledge that, as a result of my continued employment with Pfeiffer University, I may receive, develop, become acquainted with and otherwise have access to confidential and privileged information and trade secrets of Pfeiffer University including but not limited to: business plans, records and affairs; operational methods and information; accounting information; internal publications and memorandum; computer software; information regarding internal departmental operations, policies and procedures; student files; business practices, methods and techniques; financial structure, data and statements; marketing concepts, strategies and plans; confidential student or donor records or information; sources of supply and vendors; special business relationships with vendors; promotional materials and information; technical data; operational costs and other similar confidential matters (hereinafter collectively referred to as "Confidential Information").

I acknowledge that such Confidential Information is a valuable and unique asset to Pfeiffer University and in consideration of my continued employment, I promise that I will not, either during or after my employment with Pfeiffer University, use or disclose any such Confidential Information to any unauthorized person or entity for any reason whatsoever without the prior written authorization of the President of the University. I further acknowledge that I will immediately report to the President any misuse of such Confidential Information that I may encounter by another person or employee.

Upon request by Pfeiffer University, I agree to return promptly to Pfeiffer University all Confidential Information then in my possession or control and all copies and tangible embodiments thereof, in whatever form or medium, and shall certify such return in writing.

I understand that it is the policy of Pfeiffer University to exercise all available remedies under the law in the event of any unauthorized use of Confidential Information, and that I will be subject to discipline, up to and including discharge, in the event of a breach of this Confidentiality Agreement.

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

\_\_\_\_\_  
**DATE**