

CONFIDENTIALITY AGREEMENT

Fred Hutchinson Cancer Research Center

In accordance with Center policy, I understand that, as a condition of my continued employment as a Center employee or grant of access to Center premises, facilities, services or equipment as a Center Non-Employee (https://centernet.fhcr.org/CN/center_policies/hr/Non_Employees.html) I agree to abide by the terms and conditions of the Center's Confidentiality Policy (https://centernet.fhcr.org/CN/center_policies/hr/confidentiality.html) which can generally be summarized as follows:

The Center must comply with all applicable federal and state laws and regulations as well as certain contractual obligations regarding confidentiality. In addition, the Center must protect its proprietary rights. Consequently, Center employees and Non-Employees shall not obtain, disclose, or use Center Confidential Information in any form for any unauthorized purpose, including, without limitation, for their own purposes or for those of other persons or entities.

Confidential Information means written or verbal data, knowledge, or facts that may be reviewed and/or discussed privately among Center employees or Non-Employees in the appropriate business setting and on a need-to-know basis. It is the responsibility of all Center employees and Non-Employees to exercise the utmost discretion and care in dealing with Confidential Information to protect it from inappropriate disclosure. Strictly Confidential Information is Confidential Information that must be treated with particular care by Covered Individuals, and includes, without limitation, the following categories:

1. **Research-participant information**, which includes, without limitation, confidential health information defined under federal and state law, that is transmitted or maintained in any form or medium: by electronic means, on paper, or through oral communication;
2. **Payroll, salary, performance reviews and personnel data** related to any Center employee;
3. **Center business information not generally known** to the public or its competitors, such as financial information, administrative operations, and unpublished research records;
4. **Mail or correspondence** that has been labeled "confidential," "personal," or "private;" and
5. **Center computer passwords and encryption keys.**

I understand and agree that any breach of confidentiality on my part may result in disciplinary action being taken against me, without prior warning, up to and including termination of my employment or grant of access to the Center, termination of contractual arrangements, and/or termination of medical privileges, as well as other possible legal action. This Agreement does not constitute a contract of employment, express or implied, an offer to enter into a contract of employment, or a promise of specific treatment in specific situations. Employment at the Center is "at-will." https://centernet.fhcr.org/CN/center_policies/hr/introduction_and_purpose.html

Covered Individual Signature

Date

Print Covered Individual Name

Print Manager or Supervisor's Name

Division

Please return this form to the Human Resources Office, Yale Building, J1-105, addressed to:
Employee Services, J1-105, or Fax to: (206) 667-4051