

**EXPECTATIONS OF CONDUCT ACKNOWLEDGEMENT
CONFIDENTIALITY EXPECTATIONS
FOR
UNIVERSITY OF WISCONSIN-LA CROSSE'S
COMMUNITY ENGAGED LEARNING (CEL) PROJECT**

When enrolled in a University of Wisconsin-La Crosse Community Engaged Learning (CEL) Project, students are expected to conform to high professional standards of work and business ethics as stewards of the university. As part of your CEL Project, the community engagement partner that you are assigned to work with on your project (the "Company") may at times provide you with sensitive and confidential information in order for you to perform your CEL engagement and prepare your group project.

For purposes of this Expectations of Conduct Acknowledgement, "Confidential Information" means any information and trade secrets used in the operation of the Company's business that is sufficiently valuable and secret to afford an actual or potential economic advantage over others and is not generally available to the public, including but not limited to, financial data, customer lists, pricing data, supply sources, computerized data, methods, product design information, market information, technical information, benchmarks, performance standards, information system technical designs, business forecasts, and strategies, formulas, or other processes of the Company. Furthermore, Confidential Information can include private personnel information (such as health and disability, benefits, payroll, and other private personal information) and Protected Health Information ("PHI") which is individually identifiable health information such as for a patient or client of Company. Confidential information includes information in any format and stored in any type of media, including but not limited to hard-copy, electronic, or information system records, files, and data. Confidential information can also include verbal and memorized information.

By enrolling in your CEL Project, you hereby understand, acknowledge, and agree to the following:

- (1) You acknowledge that as part of your CEL Project, you may have access to PHI and other Confidential Information either directly or indirectly because of your activities with Company while engaging in the CEL Project.

- (2) You agree to use Confidential Information only for the purposes of the CEL Project and shall not disclose such Confidential Information either during or after your involvement in the CEL Project without the written authorization of Company. You may, however, at times be permitted by Company to provide Confidential Information to others on a "need to know basis" involved in

the CEL Project (e.g., your faculty advisor and/or other students assigned to the same CEL Project).

- (3) You agree to follow Company's policies and procedures concerning the protection and safeguarding of Confidential Information. This includes the protection and safeguarding of authentication codes or devices that Company may provide you such as user IDs, security codes, passwords, facility badge access devices, and/or biometric IDs.
- (4) You agree to make reasonable efforts to avoid being overheard in public places or private spaces and reasonably limit Confidential Information discussed or displayed near any individual who does not have the right or need to know. This includes taking precautions such as limiting computer screens from being inappropriately visible to others, securing paper documents so that unauthorized persons cannot view or take them, logging off before leaving your computer unattended, and (if at the direction of Company) shredding Confidential Information that is no longer needed.
- (5) You agree that, if at any time you discover that Confidential Information either has been improperly disclosed or compromised or potentially may have been improperly disclosed or compromised, you shall immediately contact both Company and your faculty adviser assigned to your CEL Project of the perceived improper disclosure or compromise of Confidential Information.
- (6) You acknowledge that your failure to abide by the terms of this Confidentiality Agreement may result in severe consequences, including but not limited to (a) Company and/or university requiring and causing your removal from Company's facilities and/or the restricting of access to future Confidential Information, information systems and databases belonging to Company, (b) your removal from the Project and in some extreme cases from the CEL Program, and (c) in rare occasions tied to inappropriate disclosure and/or compromise of Confidential Information, significant criminal penalties and/or fines.

(Acknowledgement & Signature Page Follows)

Acknowledgement & Signature:

By signing below and completing the below fill-in-the blank sections, you acknowledge that have read and understand the contents of this Expectations of Conduct Acknowledgement and agree to comply with its terms. If you have any questions concerning your expectations under this acknowledgement, please contact your Faculty Advisor for your CEL Project.

Student's Name: _____

Student's Signature (Or Guardian's Signature if Under 18):

Date of Signature: _____

Name of Faculty Advisor: _____

Name/Description of CEL Project: _____

Organization Name of Community Engagement Partner (i.e., "Company") _____
