



ARCHDIOCESE OF BALTIMORE
INFORMATION USAGE & DISCLOSURE AGREEMENT

Due to the sensitive nature of information being requested by your organization, the Archdiocese of Baltimore is requesting that the organization’s leadership provide assurances that will safeguard the loss, misuse, sale, or otherwise disclosure of information in a way that could cause harm to an individual or his or her family.

This signed agreement, certifies that under your leadership, the organization will:

- use the information only for the intended purpose as defined by the project scope documentation (scope document or proposal must accompany this agreement);
- the information will be maintained in a secure fashion, with access only by authorized employees;
- the information will be deleted or destroyed in a secure fashion when it is no longer needed;
- the information will not be further disclosed, sold, or be made available to anyone else;
- and written notification will be provided to the Archdiocese of Baltimore Division of Information Technology of any complaints or negative reactions result from the use of the information requested.

The requested data will be released upon receipt of the completed and signed agreement. Agreements will be accepted in hardcopy or facsimile. Questions about the agreement may be directed to:

William A. Glover
 Chief Information Officer
 Archdiocese of Baltimore
 320 Cathedral Street
 Baltimore, MD 21201
 wglover@archbalt.org
 410-547-5539

ORGANIZATION NAME _____

AUTHORIZED REPRESENTATIVE _____
(please print)

REPRESENTATIVE SIGNATURE _____

DATE _____

Archdiocese of Baltimore
Computer Access Disclosure Statement

Employees of and other authorized persons affiliated with the Archdiocese who are given computer access privileges will be asked to review and sign the following statement.

"I, _____, recognize and acknowledge that electronic communication channels developed and supplied by the Archdiocese of Baltimore as a condition of duties must be used according to terms and conditions set out by the Archdiocese. These channels include, but are not limited to, the following:

- Internet and the World Wide Web
- Computer-based online services
- Electronic mail and messaging systems
- Electronic bulletin board systems

I acknowledge that the distribution of any information through these and other channels supplied by Archdiocese of Baltimore is subject to the scrutiny and approval of the Archdiocese, and that the Archdiocese reserves the sole right to determine the suitability and confidentiality of said information.

I also acknowledge that the Archdiocesan assets include many items, including but not limited to the following information types:

- Employee information
- Employee benefits and insurance information
- Databases and the information contained therein
- Computer and network access codes and similar or related information
- Contractual and proprietary information
- Research projects and all related information connected with research efforts
- Other confidential or proprietary information that has not been made available to the general public by the Archdiocese.

I further acknowledge that all information related to the accomplishment of the mission of the Archdiocese, including the information types referenced above and other tangible and intangible assets and other information obtained by me in the course of my duties are Confidential Information and the property of the Archdiocese. Further, such Confidential Information may be subject to trademark, copyright or similar protections.

I acknowledge that any disclosure of the Confidential Information, even inadvertent disclosure, may cause irreparable harm and material damage to the Archdiocese. Both during and after my employment or affiliation with the Archdiocese, and regardless of the reason for termination of such employment or affiliation, I agree (a) not to use or disclose the Confidential Information, other than solely in the furtherance of Archdiocesan business or as required by law; (b) to take all lawful measures to prevent the unauthorized use or disclosure of the Confidential Information to any third party; (c) to take all lawful measures to prevent unauthorized persons or entities from obtaining or using the Confidential Information; and (d) not to take any actions that would constitute or facilitate the unauthorized use or disclosure of Confidential Information. The term "unauthorized" shall mean the following:

- In contravention of any written policies or procedures of the Archdiocese
- Otherwise inconsistent with Archdiocesan measures to protect its interests in its Confidential Information
- In contravention of any lawful instruction or directive, either written or oral, of an employee of the Archdiocese empowered to issue such instruction or directive
- In contravention of any duty existing under law or contract.

I acknowledge that all of the items comprising the Confidential Information are confidential, whether or not the Archdiocese specifically labels such information as confidential or internally restricts access to such information.

I have read and will comply with the terms of the Computer Use and Internet Policy of the Archdiocese of Baltimore.

Date _____ Employee Signature _____