



WAKE FOREST UNIVERSITY
CONFIDENTIALITY AGREEMENT

The undersigned Wake Forest University employee understands and hereby acknowledges that the employee will have access to credit card information in order to perform certain duties as a Wake Forest employee. Credit card information is considered confidential information, may be used only for authorized purposes, and may be protected by state and federal law.

Through the signature below, the undersigned acknowledges and agrees that credit card information obtained during the course and scope of employment may not be shared with others and may not be used for any purpose other than to fulfill job related duties as a Wake Forest employee.

The undersigned further understands and acknowledges that a breach of this agreement may result in disciplinary action, up to and including termination of employment, and possible refer to law enforcement agencies.

Name of Employee (print)

Signature of Employee

Date of Signature