



### Confidentiality and Nondisclosure Agreement

In consideration of my part-time employment at Ramapo College of New Jersey (hereinafter referred to as "Ramapo"), I agree to the following:

1. **Purpose.** I wish to provide services as a student aide at Ramapo College of New Jersey and acknowledge during the term of my work assignment that I may be the recipient of Confidential Information (as defined below).
2. **Definition of Confidential Information.** Confidential Information means any and all information, including without limitation, written materials, electronic information or data, files, policies, attorney-client privileged communications and work product, copyrighted materials, student records, employee records, methods and other confidential information of Ramapo (collectively, the "Confidential Information ") disclosed or obtained during the course of my work assignment at Ramapo. Confidential Information also extends to any third party's information or data made available during the course of my work assignment. I acknowledge that this information is not generally known to the public or to others who could obtain certain value or benefit from their disclosure or use, and that this information is subject to a reasonable effort by Ramapo to maintain its secrecy and confidentiality.
3. **Nondisclosure of Confidential Information.** I agree not to use any Confidential Information disclosed to me for my own use or for any other purpose other than to carry out discussions concerning, and the undertaking of my work assignment at Ramapo. I will not disclose any Confidential Information of Ramapo to any third party. I agree that I will take all reasonable measures to protect the Confidential Information of Ramapo in order to prevent it from falling into the public domain or the possession of persons other than those persons authorized under this Agreement to have any such information. I further agree to notify Ramapo in writing of any misuse or misappropriation of Confidential Information. The obligations set forth in this section shall survive the terms of this agreement.
4. **Media and Publicity.** I will not disclose to any other person, including without limitation, any reporter, journalist, freelance writer or any other individual of a news media organization, any Confidential Information of Ramapo. The obligations set forth in this section shall survive the terms of this agreement.
5. **Return of Materials.** Any written materials or documents that have been furnished by Ramapo to me in connection with my work assignment will be promptly returned at the end of the assignment. If so requested by Ramapo, I will provide written confirmation to Ramapo evidencing my compliance with the terms of this section.

IN WITNESS WHEREOF, this Confidentiality and Nondisclosure Agreement is executed with an effective date as of \_\_\_\_\_.

\_\_\_\_\_  
[INSERT NAME OF EMPLOYEE]