

Historic



Personnel Department

www.natchez.ms.us

CONFIDENTIALITY STATEMENT

I understand that because of my employment with the City of Natchez, I may/will be exposed to certain confidential information. "Confidential Information" means all data and information relating to the business and management of the Employer, including proprietary and trade secret technology and accounting records to which access is obtained by the Employee, including; Work Product, Production Processes, Other Proprietary Data, Business Operations, Marketing and Development Operations, and Employee and Customer Information. Confidential Information will also include any information that has been disclosed by a third party to the Employer and governed by a non-disclosure agreement entered into between the third party and the Employer.

I understand that I am to hold/handle such information in ***strict confidence*** and not to disclose, discard, or distribute any information. I may only disclose confidential information if requested in writing and approved to any authorized external legal entity.

Violations of confidentiality may be grounds for termination.

Last Name: _____ First Name: _____ Middle Initial: _____

Position: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (H): _____ Telephone (Cell): _____

Email Address: _____

Employee Signature

Date: ____/____/____

Cara D. Williams

Personnel Department