MacEwan UNIVERSITY

Independent Contractor Information Confidentiality Undertaking | ***Form***

1.0 Purpose

Prior to performing any services, each Service Provider who may access MacEwan Confidential Information shall execute this undertaking concerning access protection, data/software security, and related confidentiality obligations. This undertaking is required to be completed by each Service Provider that has not entered into a MacEwan contract for services and as a result, are not bound by other confidentiality or information security provisions with respect to MacEwan Confidential Information. Any Service Provider that does not meet these requirements will not be granted access to MacEwan's networks.

2.0 Definitions

2.1 **CIO** means Chief Information Officer of Grant MacEwan University.

2.2 **Confidential Information** means all personal or sensitive business information, software, data, or other records or information of MacEwan, received in any format, which would be understood by the parties, exercising reasonable business judgment, to be confidential, or otherwise identified by MacEwan as being confidential.

2.3 **MacEwan** means The Board of Governors of Grant MacEwan University.

2.4 **Service Provider** means the Independent Contractor including its employees, agents and subcontractors.

3.0 Service Provider Obligations

3.1 The Service Provider shall comply with all policies and procedures of MacEwan regarding data access, privacy, and security, including those prohibiting or restricting remote access to MacEwan systems and data. MacEwan shall authorize and issue computing identification and passwords, and the Service Provider agrees that the same shall be used only by the personnel to whom they are issued.

3.2 MacEwan shall provide to such Service Provider personnel only such level of access as is minimally necessary to perform the tasks and functions for which such personnel are responsible.

3.3 The Service Provider shall, upon request from MacEwan, provide an updated list of those Service Provider personnel having access to MacEwan systems, software, and data, and the level of such access.

3.4 Computer data and software, including MacEwan Confidential Information, provided by MacEwan shall not be commercially exploited by the Service Provider in any manner whatsoever.

3.5 The Service Provider shall maintain and ensure the confidentiality and security of MacEwan Confidential Information and may only disclose MacEwan Confidential Information to those of its employees, agents, or subcontractors who have a need to know such information for the purposes of the services being provided to MacEwan, or when required by law but only after, if legally permissible, the Service Provider makes reasonable effort to notify MacEwan prior to such disclosure in order to allow MacEwan the opportunity to challenge the disclosure. All Confidential Information disclosed to the Service Provider is and shall remain the property of MacEwan.

3.6 The Service Provider shall provide all services utilizing security technologies and techniques and in accordance with MacEwan security policies, procedures and requirements, including those relating to the prevention and detection of fraud or other inappropriate use or access of systems and networks.

3.7 The Service Provider must immediately report security incidents that include breaches, destruction of data, system penetrations, fraud or unauthorized release of personal data to the CIO.

I have read and understand the above information and agree to comply with these obligations. I understand that a breach of this undertaking will result in withholding or withdrawing of access to MacEwan administrative systems and may impact the contractual relationship the Service Provider has with MacEwan.

_____ of _____

(Print Applicant Name) (Company/Agency)

_____ _____

(Applicant's Signature) (Date)

Submission Instructions: Send original of this agreement **and** duly completed Account Application form to MacEwan University - Technology Support Office.

The personal information requested on this form is collected under s.33(c) of the *Freedom of Information and Protection of Privacy Act* to facilitate the provision of a MacEwan Novell network account to you. Questions concerning this collection should be directed to the: Privacy and Information Management Coordinator, MacEwan University, 10700 - 104 Avenue, Edmonton, AB T5J 4S2; tel.: 780.497.5423; fax: 780.497.5541.