

**Sam Houston State University**  
**A Member of The Texas State University System**  
**Information Technology Services (IT@Sam)**

**Non-Disclosure Agreement Policy: IT-16**

**PURPOSE:**

Non-disclosure agreements are contracts intended to protect information considered to be sensitive or confidential. Information technology resources shall be used only for intended purposes as defined by Sam Houston State University (SHSU) and in compliance with applicable laws.

All individuals are accountable for their actions relating to information technology resources and shall formally acknowledge that they will comply with the Sam Houston State University security policies and procedures or they shall not be granted access to information technology resources. All employees will complete a non-disclosure agreement for information technology resources on an annual basis.

This document establishes specific requirements for Non-Disclosure Agreements at Sam Houston State University. (See Texas Administrative Code, Title 1, Part 10, Chapter 202, Subchapter C (TAC 202); Texas Administrative Code, Title 1, Part 10, Chapter 203, Subchapter B (TAC 203); and TSUS Rules and Regulations; Chapter III, Paragraph 19)

**SCOPE:**

The Non-Disclosure Agreement Policy applies to all authorized users who utilize SHSU's information technology resources (including, but not limited to, SHSU Faculty, staff, student workers, temporary employees, vendors, consultants, employees of independent contractors, and personnel from other universities.)

**POLICY STATEMENT:**

All users must sign the SHSU Non-Disclosure Agreement (NDA) acknowledging they have read and understand SHSU requirements regarding computer security policies and procedures. This signed non-disclosure agreement becomes permanent record and will be renewed annually.

Electronic signatures are an acceptable means of acknowledgement of SHSU's Non-Disclosure Agreement.

**DEFINITIONS:**

**Non-Disclosure Agreement (NDA):** Formal acknowledgement that all employees must sign acknowledging they have read and understand SHSU requirements regarding

computer security policies and procedures. This agreement becomes permanent record and will be renewed annually.

**Electronic Signature:** The digital equivalent of a handwritten signature offering far more inherent security, which provides the added assurance of evidence of acknowledging informed consent by the signer.

### **Related Policies, References and Attachments:**

An index of approved IT@Sam policies can be found on the SHSU Information Technology Services Policies website at [http://www.shsu.edu/intranet/policies/information\\_technology\\_policies/index.html](http://www.shsu.edu/intranet/policies/information_technology_policies/index.html). Reference materials, legal compliance guidelines, and policy enforcement are available in the IT-00 Policy Compliance Document. The SHSU Information Security Program and SHSU Information Security User Guide are also available on the Information Technology Services Policies website.

Reviewed by: Mark C. Adams, Associate VP for Information Technology, January 30, 2015  
Approved by: President's Cabinet, January 9, 2012  
Next Review: November 1, 2016