

Emory University Property Return and Confidentiality Agreement

Before I leave employment at Emory University (“Emory”), I acknowledge and agree to this Property Return and Confidentiality Agreement (the “Agreement”). I understand that I must sign the Agreement and abide by the following terms and conditions in order to be eligible for rehire at Emory.

I understand that my unlawful possession, use, or disclosure of Emory property or data may result in Emory contacting the proper law enforcement authorities and/or pursuing criminal or civil legal action.

Please check the boxes to indicate that you have read and understand the below required terms and conditions of this Agreement:

- I understand that all information, research or data of any type, whether created, retained, sent or received by an Emory employee, including myself, on any Emory computer, e-mail system or other electronic medium to which I have been provided access by Emory, is solely and exclusively the property of Emory. I understand I have no ownership or other rights with respect to any such material or content unless specifically addressed in a signed and binding contract. If I have questions regarding data transfer or data use agreements, I will contact the Office of Technology Transfer at 404-727-2211.
- I have returned all Emory data, including but not limited to employee information, research data, financial data or plans, technical and non-technical data, data protected by the Family Educational Rights and Property Act (“FERPA”), data protected by the Health Insurance and Portability Act of 1996 (“HIPAA”), confidential data relating to Emory’s business, trade secrets, processes, procedures, protocols, files, reports, mailing lists, account information, and any other data. I further represent and warrant that I have not retained any copies, electronic or otherwise, of such data that I do not have a contractual right to possess.
- I have returned all keys, access cards, PDAs, tablets, desktop computers, laptops, information storage devices, electronics, phone cards, credit cards, cellular phones, automobiles, prototypes, and other property belonging to Emory.
- I have returned all other tangible and intangible property and data belonging to Emory.
- I agree to continue to comply with the Confidentiality Policy 4.79 (the “Policy”), attached hereto, and I shall hold confidential all Emory Confidential Information, as defined in the Policy, and shall not disclose any Confidential Information to any person or entity outside Emory without the prior written permission of a duly authorized officer of Emory. I understand that Emory has in its possession information which is claimed by third parties to be confidential or proprietary and which Emory has agreed to keep confidential. I agree that all such information shall be Confidential Information for purposes of this Agreement.

Employee Signature

Supervisor or HR Rep Signature

Date

Date