

This Confidentiality and Non-Disclosure Agreement is given by the Lahore University of Management Sciences (hereafter written as LUMS) in consideration of employment provided by LUMS.

I acknowledge that as part of my employment with LUMS, I will be given access to the information that is of a personal, confidential, protected and proprietary nature e.g. personal information about individuals, any information which is classified by the University as confidential, any information which is classified by the University as proprietary like marketing secrets and research data, credit card, salaries, financial data etc., for the purpose of fulfilling employment obligations. I therefore agree:

- To hold all confidential information in trust and strict confidence and agree that it shall be used only for the purposes required to fulfill employment obligations, and shall not be used for any other purpose, or disclosed to any third party.
- To use my authorized access to information systems only in the performance of the responsibilities of my position as a member of the University's faculty or staff.
- To comply with all controls established by the University regarding the use of Information maintained within Information Systems.
- To avoid disclosure of Information to unauthorized persons without the appropriate consent of the Information owner except as permitted under applicable University policy and/or enforced by the **statutory requirements**. I understand and agree that my obligation to avoid such disclosure will continue even after I leave the employment of LUMS.
- To exercise care to protect Information against accidental or unauthorized access, modifications, disclosures, or destruction.
- That when discussing Information with other employees in the course of my work, I will exercise care to keep the conversation private and not overheard by others who are not authorized to have access to such Information.
- That at the conclusion of any discussions, or upon demand by management, to return all confidential information, including prototypes, code, written notes, photographs, sketches, models, or notes taken, to LUMS possession and the responsible manager/director
- That any violation of this Agreement or other University policies related to the appropriate release or disclosure of Information may result in one or more sanctions including immediate termination of my access to Information Systems, disciplinary action up to and including dismissal from employment, criminal penalties, or civil liability according to the Law of Government of Pakistan

I understand that my access to data, information, and records maintained in the manual and automated information and records systems of LUMS is limited to my need for the Information in the performance of my job duties.

I also affirm that I have been given the opportunity to review the **LUMS Information Security Policy**, and other University policies referenced therein, and I further affirm that my questions about those policies have been answered to my satisfaction.

By my signature below, I further affirm that I have been advised of, understand, and agree to the terms and conditions of my access to Information at Lahore University of Management Sciences.

Employee ID: _____

Department: _____

Name: _____

Date: _____

Position: _____

Signature: _____

Statutory Requirements: 1. Electronic/Cyber Crime Bill 2007; 2. Prevention of Electronic Crimes act 2015