



## Security and Confidentiality Agreement for Participant in Selection Process

By signing below, you are agreeing to comply with the following terms and conditions:

### General

1. As a participant in a selection process, I understand that I will have access to confidential information provided by candidates and other parties (the “Confidential Information”), which is protected under law and UBC policy. I accept the responsibility for the confidentiality and security of the Confidential Information while it is in my custody or under my control.
2. I accept that I will continue to be bound by the requirements of this agreement after the end of the selection process.
3. I understand that violation of this agreement may result in disciplinary or legal action against me.

### Access and Use

4. I will only access and use the Confidential Information as required to perform my duties as a participant in the selection process.

### Disclosure

5. I will only disclose the Confidential Information to other participants in the selection process or as otherwise authorized by UBC or required by law.
6. When viewing or discussing the Confidential Information, I will take reasonable steps to avoid inadvertently disclosing the information to unauthorized individuals.
7. I will immediately report any unauthorized disclosure of Confidential Information to security@ubc.ca.

### Storage

8. When the Confidential Information is recorded on paper or other hardcopy format, I will store it in a locked filing cabinet or other secure location.

9. When the Confidential Information is recorded in electronic format, I will store it on a UBC network drive or other secure system or device. If I store the information on a mobile device, such as a laptop, external drive, or USB drive, I will ensure that the device is encrypted.

### Transmission

10. When the Confidential Information is recorded in electronic format, I will only transmit it using a secure method that complies with Information Security Standard #3, Transmission and Sharing of UBC Electronic Information<sup>1</sup>, such as:
  - (a) OneDrive, Sharepoint, or Teams;
  - (b) an encrypted attachment to an email; or
  - (c) other mechanisms approved by UBC.
11. I will not transmit Confidential Information using third party applications such as Gmail, Hotmail, Dropbox or Google Docs unless authorized to do so by UBC.

### Retention

12. I will only retain the Confidential Information for as long as necessary to fulfil my responsibilities in the selection process.
13. When the Confidential Information is no longer required, I will destroy the information in a secure manner in accordance with UBC’s Records Retention Schedules.

### Guidelines and Training

14. I have read the Access and Privacy Guidelines for Selection Committees<sup>2</sup>;
15. I have completed the Privacy and Information Security – Fundamentals online training course<sup>3</sup>.

Selection Process	
Printed Name	Title
Signature	Date

<sup>1</sup> Information Security Standard #3, Transmission and Sharing of UBC Electronic Information (<https://cio.ubc.ca/sites/cio.ubc.ca/files/documents/standards/Std%2003%20Transmission%20and%20Sharing%20of%20UBC%20Electronic%20Information.pdf>)

<sup>2</sup> Access and Privacy Guidelines for Selection Committees (<https://universitycounsel.ubc.ca/subject-areas/access-and-privacy-general/useful-resources/>)

<sup>3</sup> Privacy and Information Security – Fundamentals training course (<https://privacymatters.ubc.ca/content/training>)