

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

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

**PURPOSE:**

Non-disclosure agreements are contracts intended to protect information considered to be sensitive or confidential. Information 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 resources and shall formally acknowledge that they will comply with SHSU security policies and procedures, or they shall not be granted access to information resources.

**SCOPE:**

The Non-Disclosure Agreement Policy applies to all authorized users of SHSU confidential or sensitive data (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:**

1. All users must sign the SHSU Non-Disclosure Agreement (NDA) acknowledging they have read and understand SHSU requirements regarding information resources security policies and procedures. Electronic signatures are an acceptable means of acknowledgement of SHSU's Non-Disclosure Agreement.
2. The signed non-disclosure agreement becomes permanent record and will be renewed annually.

**REFERENCE:**

There are many individual laws, regulations, and policies that establish our information security requirements. While it is not possible to list all potentially applicable laws and regulations, the most relevant are listed in the Texas State University System (TSUS) Rules and Regulations, Rule III Paragraph 19 and associated TSUS IT Policies.

Version 1.02

Approved by: President's Cabinet, May 2, 2023

Reviewed by: Heather Thielemann, Information Resources Manager, May, 2023

Next Review: May, 2024