



**City of Albuquerque
General Services Department
Metro Security Division**

CONFIDENTIALITY AGREEMENT

I understand that during the course of my employment with, or for, the City of Albuquerque, I will have access to video data. As a condition of my access to these records, I hereby acknowledge and agree as follows:

- I may be the recipient of, or have access to, information which, in itself, or by implication, is confidential.
- I will not reveal any information to anyone other than authorized personnel, by any means, without the knowledge and approval of the Director of my Department.
- I will not access and/or retain information from any City of Albuquerque computer or any other resource for personal use. This includes all information that can be viewed or printed.
- I will be responsible for the security and safekeeping of all information, documents and material entrusted to me in the course of my duties.
- I will not engage in any illegal activity in the collection of information, nor will I employ or direct an individual to use illegal means to collect information.
- I agree that upon termination, I will not disclose to anyone any confidential information, or transmit any document or material obtained during the course of my employment. I also will not copy or retain copies of any confidential information which may have come into my possession during my employment.
- I have been fully and completely advised of the foregoing, and I understand the reasons and the necessity for the above security measures.
- I further understand that should I violate any of the provisions set forth in this Confidentiality Agreement, I may be subject to criminal charges and/or civil actions against me.

Signature _____

Printed Name

Date:

Witness Signature _____

Witness Printed Name

Date: