

**Blackfeet Tribe
Employee Confidentiality Agreement**

Employee _____ Position: _____

Agreement made this _____ day of _____, 20____ by and between the Blackfeet Tribe, the Employer and the Employee.

In consideration of the employment or continuance of employment (as the case may be) of the Employee by the Blackfeet Tribe, it is hereby agreed as follows:

1. Managers, administrators and employees are the creators and custodians of many types of information. The public right to access and the individual’s right to privacy are both governed by laws and Tribal policies. To meet these responsibilities, employees are expected to:
 - a. Learn and follow laws and Tribal policies and agreements regarding access, use, protection, disclosure, retention, and disposal of public, private, and confidential information;
 - b. Follow document preservation and retention guidelines; and
 - c. Maintain data security using electronic and physical safeguards.
2. During the period of employment, the Blackfeet Tribal Business Council, its program managers, administrators, and other employees may disclose or cause to be disclosed to the above employee, confidential information relating to the business or prospective business of the Blackfeet Tribe and the Blackfeet Tribal Business Council. Such information is recognized by the employee to be the property of the Blackfeet Tribe and that of the Blackfeet Tribal Business Council and the employee agrees to hold such information in trust and solely for the Blackfeet Tribe and the Blackfeet Tribal Business Council’s benefit and not to disclose such information to others, either during or after employment, without the written consent of an officer of the Council.
3. This agreement shall continue in any subsequent employment of the Employee by the Blackfeet Tribe, and extend to any subsequent Council or assigns. Upon leaving the Blackfeet Tribe employment, the Employee shall not take with him/her, without first obtaining the written consent of an officer of the Council, any document, or drawing, whether an original or reproduction, or any tangible evidence of confidential information or data belonging to or under the control of the Blackfeet Tribe or the Blackfeet Tribal Business Council.
4. The Employee will strictly adhere to any obligations he/she may have to former employers insofar as the use of or disclosure of confidential information is concerned.

Employee Date

Personnel Director Date