

# Workforce Information Protection Agreement

This Workforce Information Protection Agreement ("Agreement") is entered into between:

- **Company Name:** \_\_\_\_\_
- **Employee/Contractor Name:** \_\_\_\_\_
- **Date:** \_\_\_\_\_

## 1. Purpose

The purpose of this Agreement is to set forth the obligations of the employee/contractor regarding the protection of confidential and sensitive workforce information belonging to the Company.

## 2. Definition of Workforce Information

"Workforce Information" includes, but is not limited to, any employee data, personnel records, payroll information, performance evaluations, disciplinary actions, and any information related to employees and contractors of the Company, whether in electronic or physical format.

## 3. Obligations

1. Employee/contractor agrees to access Workforce Information only as necessary to fulfill their job responsibilities.
2. Workforce Information must not be disclosed to any unauthorized persons, both inside and outside the Company.
3. Appropriate safeguards must be used to protect Workforce Information from loss, misuse, or unauthorized access.
4. Upon termination of employment/contract, all copies of Workforce Information in possession of the employee/contractor shall be returned or securely destroyed.

## 4. Duration

The obligations under this Agreement survive the termination of employment/contract.

## 5. Violations

Unauthorized use or disclosure of Workforce Information may result in disciplinary action, termination of employment/contract, and/or legal action.

## 6. Acknowledgement

By signing below, the undersigned acknowledges understanding of, and agrees to abide by, the terms stated in this Agreement.

\_\_\_\_\_  
Employee/Contractor Signature  
Date

\_\_\_\_\_

\_\_\_\_\_  
Company Representative  
Date

\_\_\_\_\_