

Confidentiality Agreement

Access

- I understand that the Trellly Group Intranet (<https://intranet.trellygroup.com>) is confidential, and it must not be accessible to unauthorized persons.
- I will not access the Trellly Group Intranet for any unauthorized purpose. I will appropriately access, use or disclose minimally necessary information only on a need-to-know basis to do my job.

Login

- I understand my user ID and password (login) must be kept confidential and it is the equivalent of my signature.
- I will not disclose my login to anyone, and I will not knowingly allow anyone to access or alter information under my login. I will be accountable for all work done under my login.
- I will not attempt to learn or use another person's login.
- I will periodically change my password.
- If I believe the confidentiality of my login has been breached, I will contact Information Systems support to have my password changed.

Security

- I will properly secure confidential information on my computer, and I will ensure that others cannot view or access such information.
- When I am away from my workstation, I will secure it by logging off or locking the computer or laptop to prevent unauthorized access.
- I will use email and intranet access only according to policy and procedures.
- I will not use computer resources to engage in illegal activities or to harass anyone. I will not seek, or allow others to seek, personal benefits by accessing or disclosing any confidential information.