
Search Committee Confidentiality and Conflict of Interest Agreement

As a search committee member with Reynolds Community College, I understand the need to conduct committee work in a confidential, ethical and respectful manner.

I agree to abide by the following:

- I will maintain strict confidentiality regarding all aspects of the search, unless expressly directed otherwise by the Search Committee Chair or compelled by law.
- I agree that any real or potential conflicts of interest between myself and any applicant must be disclosed promptly to the Search Committee Chair and may preclude me from continuing on the search committee.
- I will maintain the privacy of all applicants' information, even after the search process is complete. While the identities of final applicants may become public, the information I obtain during the search process is still considered confidential and remains so even after the search is completed.
- I will not discuss private applicant data with anyone, unless expressly authorized to do so by the Committee Chair. I will take all necessary precautions to safeguard private personnel data received during the search process.
- I understand that the protection of this information is important. Breaking confidentiality could lead to legal action against the college and against me personally.
- I understand that if I have questions about the confidentiality of certain information during the search process, I may contact the Committee Chair or Human Resources for guidance.
- I understand that I may be removed from the search committee if I breach any of these confidentiality terms and conditions or fail to act in a professional manner. I also understand that should I be removed from the search committee, all terms of this agreement are still applicable and binding.

I have read, understood, and agree to abide by all the terms of this Confidentiality Agreement.

Printed Name: _____

Signature: _____ **Date:** _____

Position being searched: _____