

Enhanced Confidentiality and Data Security Agreement

This Enhanced Confidentiality and Data Security Agreement ("Agreement") is entered into between the City of China Grove ("City") and the undersigned employee ("Employee").

In consideration of employment with the City, and in recognition of the sensitive nature of City operations, the Employee agrees to the following:

1. **Confidential Information:** The Employee acknowledges access to information including but not limited to personnel records, financial data, law enforcement information, public safety operations, legal matters, and technology systems.
2. **Non-Disclosure:** The Employee agrees not to disclose or share Confidential Information to unauthorized individuals, during or after employment, unless required by law or necessary to perform official duties.
3. **Data Security:** The Employee shall follow all City policies regarding the security of electronic systems, including password protection, proper use of email and internet, safeguarding of login credentials, and secure handling of portable devices and storage media.
4. **Prohibited Use:** Confidential Information may not be used for personal benefit, political purposes, or to the detriment of the City.
5. **Return of Materials:** Upon termination of employment, all documents, electronic files, and City property containing Confidential Information shall be returned immediately.
6. **Reporting Obligation:** The Employee must promptly report any suspected data breach, unauthorized disclosure, or misuse of City information.
7. **Duration:** This Agreement remains in effect both during and after employment with the City of China Grove.
8. **Acknowledgment:** The Employee understands that violation of this Agreement may result in disciplinary action up to termination, civil liability, and/or criminal prosecution.

Employee Signature:	Date:
City Representative Signature:	Date: