

Confidentiality Agreement

In consideration of my continued employment with Kendall County, Illinois (“the County”), the undersigned hereby agrees as follows:

During my employment with the County, I shall be exposed to confidential information. For purposes of this Confidentiality Agreement, “confidential information” includes, but is not limited to: information regarding and/or relating to the internal and external operations of the County; recordings, memoranda, correspondence, e-mails, and any other documents referring and/or relating to the work performed by the County; juvenile court information; vital records; military records; property records; confidential personnel information, medical and/or benefits information; individuals’ names, home addresses, personal telephone numbers, driver’s license numbers, dates of birth, social security numbers; and/or any other personal information that I obtain or have access to during my employment with the County. The term “confidential information” shall not include any information that may be disseminated pursuant to applicable state and federal law and/or any information that I must produce in response to a lawful subpoena and/or court order.

By signing this Confidentiality Agreement, I agree that, to the extent permitted by law, I shall not, at anytime during and after my employment, disclose any confidential information except as required to perform my job duties for the County. I understand that even unintentional disclosures or disclosures of confidential information may prove harmful to the person(s) involved and/or may violate applicable state or federal law. I agree that only general information about the operations within the County, such as a general description of the type of work performed by me, may be disclosed. In the event I am not certain whether I may disclose confidential information, I agree to obtain approval from my immediate supervisor before I disclose the confidential information. Upon separation of employment, I understand that I shall return all confidential information in my possession that I obtained during my employment with the County.

I understand and agree that any breach of confidentiality will be grounds for immediate discipline up to and including my termination of employment pursuant to the terms of the current union contract (if any) and/or the Kendall County Employee Handbook. I also acknowledge that my execution of this Confidentiality Agreement in no way creates a contract and/or alters my employment at-will relationship with the County.

Printed Name of Employee

Date

Signature of Employee