



Confidentiality And Nondisclosure Agreement

Mid-Minnesota Federal Credit Union (the Credit Union) has, over many years, developed, purchased and modified techniques, procedures, methods and information that is characterized as our property and treated as confidential information. Additionally, the Credit Union has negotiated contracts with external parties where we have agreed to use their information with the understanding that we would provide the same level of protection as we provide to our own confidential information.

As a student within the Bridges Workplace Academy Shadowing experience you must understand the importance of the Credit Union information you may see and/or hear. This information constitutes "trade secrets" and it becomes protected by law from any unauthorized release or use. The Credit Union will take any action available to us within the law to guarantee the protection of our trade secrets and confidential information. The Credit Union insists that each student adopt the following code of conduct:

- ∞ I will honor this Confidentiality and Nondisclosure Agreement protecting the confidentiality of the rights of Credit Union members and third parties.
- ∞ I will not disclose any confidential information to anyone.
- ∞ I will not disclose any confidential information to fellow students, outside parties, or employees.
- ∞ All information of a confidential nature will remain the property of the credit union and will not be removed from the premises.

This agreement outlines the duties of all students shadowing through the Bridges Workplace Academy. If you have any questions concerning any aspect of this policy and your responsibilities under it, contact the Bridges Workplace Connection Coordinator.

Pease sign the acknowledgement form on the next page.

Mid Minnesota Federal Credit Union
Confidentiality and Non-Disclosure Agreement

Acknowledgement Form

I have read and understand this policy and my specific duties and obligations under it. I agree as a condition of my job shadowing experience to follow this policy completely. I also accept that the duty not to disclose will remain as my obligation after my shadowing experiences with Mid-Minnesota Federal Credit Union ceases.

Student Signature

Date

Student Name (printed)