



Denton Central Appraisal District
3911 Morse Street
Denton, TX 76208

(940) 349-3800
 www.dentoncad.com

August 22, 2022

To: All Denton CAD Employees

ELECTRONIC INFORMATION & CONFIDENTIALITY AGREEMENT

I, _____, agree to keep confidential all copyrighted or proprietary software or any other materials to which I may have access to while an employee of the District, unless otherwise authorized by the Chief Appraiser or by law. Likewise, I will not cause any unauthorized copyrighted, private or proprietary software or other information from any source to be inputted, affixed, entered, copied or in any other way to become a part of or attached to District records, whether kept in a computer database, program, other software or printed material.

I further agree not to reproduce, remove, copy, forward, take a picture, etc. of any such material for any unauthorized District use. Any materials (emails, applications, documents, spreadsheets, etc.) sent outside the organization to cause harm to the District as a whole, an employee of the District, or a property owner will be grounds for termination.

I further agree to keep confidential and not divulge any database or application information which I may have access to through my employment. I agree not to permanently delete any email that contains work related business or is required by law for retention purposes.

I understand that any violation of this agreement will result in my immediate termination from employment and could be punishable by law. I agree to indemnify and hold harmless Denton Central Appraisal District of and from any and all claims for damages or other monetary relief which may be caused in whole or part by any violation by me of this agreement.

Please also review Section 9.04 of the Employee Handbook.

Employee's Signature

Date