



DUKE KUNSHAN UNIVERSITY CONFIDENTIALITY AGREEMENT

(COLLECTIVE DYNAMICS LAB)

昆山杜克大学群体动力学实验室保密协议

I agree to protect the confidentiality, privacy and security of student, personnel, business and other confidential, sensitive electronic or proprietary information (collectively, "Confidential Information") of the Collective Dynamics Lab (CDL) at Duke Kunshan University (DKU) from any source and in any form (talking, paper, electronic). I understand that the kinds of Confidential Information that I may see or hear on my job and must protect include the following, among others:

我同意保护昆山杜克大学学生信息、人事信息、商业信息以及其他机密、敏感的电子信息以及昆山杜克大学群体动力学实验室专有信息（以下统称为“保密信息”），不论相关信息是从何从渠道取得或者以何种形式呈现（比如口头、书面、电子等形式）。我理解我在工作中看到或者听到而且必须保密的相关保密信息包括但不限于以下内容：

- **EMPLOYEES, VOLUNTEERS, STUDENTS, or CONTRACTORS INFORMATION (such as ID information, evaluations, salaries, employment records, disciplinary actions)**

员工、志愿者、学生或者承包商信息（比如身份信息、评估内容、薪资信息、履历信息，惩戒处分信息）；

- **BUSINESS INFORMATION (such as financial records, research data, reports, contracts, computer programs, technology), except for the information disclosed as open source packages or publications after supervisor's approval**

商业信息（比如财务记录，实验数据，合同内容，计算机程序，科技），除非实验室负责人同意作为开源或者公开发表的信息；

- **THIRD PARTIES INFORMATION (such as vendor contracts, computer programs, technology)**

第三方信息（比如承包商合同，计算机程序，科技）；

- **OPERATIONS, PERFORMANCE IMPROVEMENT, QUALITY ASSURANCE INFORMATION (such as utilization, data reports, quality improvement, presentations, survey results)**

运营信息，绩效改进信息，质量保证信息（比如技术应用、数据报告、质量改进，陈述演讲，调研结果等）。



I AGREE THAT:

我保证:

1. I WILL protect DKU Confidential Information in any form. I WILL follow DKU policies, procedures and other privacy and security requirements.
我将确保昆山杜克大学保密信息（不论何种形式），我将遵守昆山杜克大学所有政策、章程以及其他机密安全的相关规定。
2. I WILL NOT post or discuss any DKU Confidential Information, including individual information, pictures or videos, DKU financial or personnel information on my personal social media sites such as but not limit to QQ or Weibo (Facebook or Twitter). I WILL NOT take any pictures of our employees for personal use with my cell phone or similar methods. I WILL NOT post Confidential Information including pictures on DKU-sponsored social media sites without the appropriate authorization in accordance with management approval and DKU policies and procedures.
我不会在我的个人社交媒体网站（如 QQ、微博、Facebook、Twitter 等）上传或讨论昆山杜克大学的保密信息，包括员工个人信息，图片或视频，昆山杜克大学财务信息以及人事信息。我也不会通过手机或其他媒介拍摄员工照片用作个人私用。未经授权，未得到管理层批准或者没有昆山杜克大学政策、章程的明文规定，我将不会在昆山杜克大学相关媒体网站上发布任何相关保密信息。
3. I WILL ONLY access information that I need for my job or service at DKU. 我将只访问工作需要范围内的相关信息。
4. I WILL NOT access, show, tell, use, release, e-mail, copy, give, sell, review, change or dispose of Confidential Information unless it is part of my job or to provide service at DKU. If it is part of my job or to provide service to do any of these tasks, I WILL follow the correct procedures (such as shredding confidential papers using confidential, Shred-it™ lock bins) and only access/use the minimum necessary of the information to complete the required task.
我将不会查找、展示、披露、使用、发布、邮件、复制、发送、出卖、验查、篡改或删除我工作内容以外的任何保密信息。如果是我工作需要范围内的相关信息，我将遵守正确的章程规定（比如对于保密信息，我将用碎纸机处理），在相关工作项目中尽可能用最少的必要保密信息进行。
5. When my work or service at DKU ends, I WILL NOT disclose any Confidential Information, and I WILL NOT take any Confidential Information with me if I leave or am terminated.
在昆山杜克大学工作结束以后，我将不会披露任何相关保密信息，在离职或合同终止之时不会带走任何相关保密信息。
6. If I must take Confidential Information off DKU property, I WILL do so only with my supervisor's permission and in accordance with DKU policies and procedures. I WILL protect the privacy and security of the information in accordance with DKU policies and procedures, and I WILL return it to DKU.



如果需要将相关保密信息带出昆山杜克大学校园，我会首先征得上级主管的同意，并遵守昆山杜克大学政策与章程，保证按照相关政策与章程的规定维护相关保密信息的机密性与安全性，在使用完毕后将相关材料归还昆山杜克大学。

7. If I have access to DKU computer system(s), I WILL follow their Secure System Usage Memos, which are available from the System's Information Security Administrator(s).
在使用昆山杜克大学网络系统时，我会确保遵循网络系统信息安全管理相关的《安全系统使用备忘录》。
8. I WILL NOT use another's User ID (Net ID) and password to access any DKU system, and I WILL NOT share my User ID (Net ID) password or other computer password with anyone.
我将不会使用其他人的 Net ID 及密码登陆昆山杜克大学网络系统，也不会将我的 Net ID 及密码信息告知他人使用。
9. I WILL create a strong password* and change it in accordance with DKU policies and procedures. I WILL notify OIT and change my password at once if I think someone knows or used my password. I WILL ask my supervisor if I do not know how to change my password.
我将选用安全系数高的密码，并有必要将会按照昆山杜克大学的政策、章程规定更改。如果他人知道或使用了我的密码，我会立即通知信息技术部门并更换密码。如果我不知道如何设立新密码，我会向上级主管请教。
10. I WILL tell my supervisor and OIT if I think someone knows or may use my password or if I am aware of any possible breaches of confidentiality at DKU.
如果他人知道或使用我的密码，或者发现任何可能的信息安全泄露行为，我会立即告知上级主管与信息技术部门。
11. I WILL log out or secure my workstation when I leave the computer unattended. 如果我不在计算机旁，我将确定注销或者保证工作区域的绝对安全。
12. I WILL ONLY access Confidential Information at remote locations with consent from my supervisor. 只有在得到上级主管的同意以后，我才会远程访问保密信息。
13. If I am allowed to remotely access Confidential Information, I AM RESPONSIBLE for ensuring the privacy and security of the information at ANY location (e.g., home, office, etc.).
如果获许在远程访问保密信息，我个人必须确保信息在使用地点的机密性与安全性（比如家里、办公室等）。
14. I WILL NOT maintain or send Confidential Information to any unencrypted mobile device in accordance with DKU policies and procedures.
按照昆山杜克大学政策与章程的规定，我将不会保存或发送任何保密信息到没有保密设置的移动设备上。
15. I UNDERSTAND that my access to Confidential Information and my DKU e-mail account may be audited.
我理解保密信息的访问以及我个人昆山杜克大学邮箱的使用将接受相关审查。



16. I UNDERSTAND that DKU may take away or limit my access at any time. 我理解昆山杜克大学可随时剥夺或者限制我的使用权限。

I understand that my failure to comply with this Agreement may result in the termination of my relationship with CDL@DKU. By signing this, I agree that I have read, understand and WILL comply with this agreement.

我理解未能遵守本协议可能会导致我与昆山杜克大学关系的终止，甚至法律规定的相关民事或刑事处罚。通过签署此协议，我同意我已仔细阅读并充分理解协议内容，并将严格遵守协议规定。

Signature _____ Print Full Name

签名： 全名（印刷体）：

Date _____ Department: Collective Dynamics Lab

日期： 部门：群体动力学实验室