



CONFIDENTIALITY AGREEMENT  
for  
ENGINEER'S ESTIMATE

The South Carolina Department of Transportation (SCDOT) Letting Preparation Office is responsible for preparing the engineer's estimate. It is the policy of SCDOT to maintain the confidentiality of the estimate. It is essential that the SCDOT protect such information from unauthorized access, use, and disclosure.

As an SCDOT employee, I understand and agree to abide by the following procedures and practices:

1. I may access the engineer's estimates when relevant and necessary in the ordinary course of performing my official duties. I may not access or use this information for personal reasons.
2. I may disclose information about the estimates only when relevant and necessary in the course of performing my official duties.
3. Unauthorized access, disclosure, or use of information may result in disciplinary action pursuant to the SCDOT Disciplinary Action Policy.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_