

## CONFIDENTIALITY AGREEMENT

As a member of the Stevenson University community, (hereafter known as the "University"), I will be required to support a variety of University functions in the performance of my duties. These responsibilities may include access to confidential information about students, employees, alumni, and friends of the University, and records about financial, educational, personnel, medical, and academic matters from various media (paper and electronic) and sources including, but not limited to, interoffice communications, internal publications, verbal interactions, correspondence, and databases. By virtue of my employment at the University, I am accountable for the responsible use of University information and for ensuring the confidentiality, integrity, and accuracy of that information.

1. I acknowledge responsibility and accountability for maintaining the confidentiality of all information and records about students, employees, alumni and friends of the University, and other confidential and proprietary University information and records. This information will not be revealed, distributed, or discussed (even through casual discussion) with anyone or in any format, except as required in the normal performance of my duties.
2. I will not attempt to alter, change, modify, add, or delete information and documents related to students, employees, alumni and friends of the University, except as authorized in the performance of my duties by my manager or manager's designee. I will follow proper procedures for the disposal of confidential documents, as instructed and authorized by my manager or manager's designee. Under no circumstances am I authorized to alter, change, modify, add, or delete my own records or records of my family.
3. I will access only information required to perform duties authorized by my manager or manager's designee. Access to information, which includes written documents, electronic files, student educational or financial records, and personnel data, records or files, should be gained through normal business procedures for obtaining information.
4. All procedures, written documents, records, and computer programming that I generate, access, input, modify, report, record, etc., in the performance of my duties shall be done in accordance with standards set by my manager or manager's designee. Further, University committees, e.g., the CORE Team, Policy Committee, etc., are charged with the responsibility for setting standards and University policies, in addition to implementing regulations established by applicable governing bodies, or applicable laws. Confidential information and records are considered property of the University and should not be disclosed to external parties for commercial or unauthorized use.

I understand that failure to abide fully with the above confidentiality agreement is grounds for immediate disciplinary action, up to and including dismissal from employment at the University. Additionally, I understand that disclosing confidential data, without proper authorization, may violate the Family Educational Rights and Privacy Act of 1974 ("FERPA") and other federal and state laws and regulations that protect the confidentiality of information and records, and may subject me or the University to civil and/or criminal liability.

**I certify that my signature below indicates that I have read the above and understand my responsibility for maintaining the confidentiality of University information and records, regardless of the form. I also agree not to disclose information about students, employees, alumni or friends of the University to any unauthorized person or organization while working for the University, or at any time after my employment at the University ends.**

\_\_\_\_\_  
Employee/Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed) Employee/Student Name

**I certify that I have reviewed this agreement with the above employee:**

\_\_\_\_\_  
HR Representative Signature

\_\_\_\_\_  
Date

**This form should be completed on the first day of employment and forwarded to Human Resources.**