

Confidentiality Agreement for Student Workers

The federal Family Educational Rights and Privacy Act (FERPA) and other related privacy laws create a legal obligation to protect the security and confidentiality of information used in University operations. In particular, FERPA creates an obligation to protect most information contained in educational records, ranging from discipline and admission records to transcripts, from improper disclosure. Security and confidentiality are matters of concern and responsibility for all employees or others who have access to confidential University records or systems. All persons working in a John Carroll University office hold a position of trust relative to confidential information and must live up to their responsibility to preserve the security and confidentiality of information they may have access to or come into contact with. Therefore, as part of your employment at JCU as a student worker, you must:

1. Maintain the confidentiality and security of university records and data systems.
2. Not permit or make unauthorized use of any information from University files or systems.
3. Not exhibit, record, or divulge the contents of any record or report to any person except in the conduct of your work assignment in accordance with University and office policies.
4. Not remove any official record (or copy) or report from the office where it is kept except in the performance of your duties.
5. Not aid another person in any action which would violate these confidentiality expectations.
6. Not seek personal benefit or permit others to benefit personally from any confidential information you come into contact with during the course of your work.
7. Maintain the confidentiality and security of your username(s) and PIN/password(s).
8. Immediately report any violation of these rules to your supervisor.
9. Continue to maintain these obligations after your time as a student worker has concluded.

A violation of this policy may lead to reprimand, suspension, dismissal or other disciplinary action.

I, _____,

affirm that I have read the Confidentiality Agreement for Student Workers. I understand the obligations imposed by this agreement and will comply with all the expectations, prohibitions, and requirements listed above.

Signature

Date