



Student Employee Confidentiality Agreement

I, _____ (PRINT NAME), understand and accept the following conditions and responsibilities of my employment at Western New England University as a student employee:

1. In the performance of my duties, I may have access to confidential information, which includes records of other students, faculty, or staff; business information, correspondence and reports. All of these types of information are considered confidential.
2. I shall treat ALL information accessible by me in the performance of my duties as confidential information, regardless of its format (e.g., electronic, paper, verbal), unless and until advised otherwise by my supervisor.
3. **I agree to not access confidential information unless I am authorized by my supervisor to do so, and I agree to maintain the confidentiality and privacy of confidential information during and after my period of student employment with the University.** I shall not, directly or indirectly, communicate **verbally, in writing, or by electronic transmission**, any confidential information to anyone, including, without limitation, other students, work colleagues or family members.
4. I agree to abide by all Western New England University employment policies.
5. I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include educational records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such information can adversely impact the University, individual persons, or affiliated organizations.
6. I shall use my access to confidential information for the sole purpose of performing my job duties. I shall not disclose information to ANYONE without express authorization from my supervisor.
7. I shall not permit myself or any other person to copy, reproduce, alter, delete, or enter any information other than what is required in the regular performance of my job duties.
8. I am aware that any breach of this agreement, release of confidential information, or any abuse of my position, may result in disciplinary action including possible termination of my position, discipline through appropriate University judicial processes, and possible civil and criminal legal sanctions.
9. The provisions contained in this agreement are considered conditions of my employment offered by the University.

I have reviewed this document and I understand its terms and its legal effect.

Student Employee Name (Print)

Signature

Date

Supervisor Name (Print)

Signature

Date