

Student Employee Confidentiality Agreement

I understand and accept the following conditions and responsibilities of my student worker employment or engagement via a grant at UNCW:

1. In the performance of my duties, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and employee records that are protected from disclosure under the NC Personnel Act. I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations.
2. I shall treat ALL information accessible to me in the performance of my duties as Protected Information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor.
3. I shall use Protected Information for the sole purpose of performing my job duties. I shall not disclose Protected Information to ANYONE without prior authorization from my supervisor.
4. I shall not permit myself or any other person to copy or reproduce Protected Information other than what is required in the regular performance of my job duties.
5. I shall not use my student worker access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me.
6. I shall immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.
7. I shall read and comply with all university policies related to the security and privacy of University information resources, most especially the following policy: 04.150 Student Records and Family Educational Rights and Privacy Act (FERPA) Policy (<http://www.uncw.edu/policies/documents/04150FERPA.pdf>).
8. I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through appropriate University judicial processes, discharge from employment, expulsion from the University, and civil and criminal legal sanctions.

Student Employee Name (Print)

Signature

Date