STUDENT WORKER CONFIDENTIALITY AGREEMENT

POLICY

Student Workers

As a student worker at Sherman College, you are required to read and sign this statement agreeing to abide by our confidentiality policy. Failure to abide by this policy could result in the termination of your employment and/or more serious consequences as deemed appropriate under Sherman College rules and regulations.

All records are to be treated with the utmost confidentiality. Your job requires that you may have access to some confidential student and/or employee records. All records of the college are considered to be private. Private information, may not be released to anyone without explicit approval from a member of the staff of the appropriate office. That includes information that exists in typed, handwritten, or electronic form. Private information discussed during the normal course of business is also considered confidential.

Private/confidential information as it relates to a student includes (but is not limited to): grades, class status, affiliation status, standing in the major, academic actions, notations concerning personal circumstances, family information, admissions information, test scores, outside affiliations, awards, degrees earned, Protected Health Information and basically any private information obtained about a student.

Private/confidential information as it relates to an employee includes (but is not limited to): salary history, Protected Health Information, disciplinary actions and basically any private information obtained about an employee.

Custodianship—General Comments

Custodian of information [is] anyone with access to information about a present or former student and/or employee, either electronic or otherwise.

Caution: Improper maintenance, disposal, or release of information about a present or former student and/or employee exposes the college to significant risk.

Releasing Education Records
Education Records may be released only in person or in writing to an inquirer, and only with the written consent of the student.

When a Custodian releases Education Records to a third party, the Custodian must obtain a signature from the recipient indicating his/her understanding that the disclosure is subject to the condition that the recipient not disclose the information to any other party without the prior consent of the student; and that if the recipient violates this confidentiality requirement the college will prohibit that party from receiving any other Education Records for at least five years.

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Release Form for Student Employees with Access to Confidential Information

I, _____, have read the above statements and policies regarding the confidentiality of student and/or employee records.

I understand that the use of student and/or employee records (data, text, etc.) for any reason, including research, is confidential. I agree not to discuss or divulge this information, or the results of studies and other reports based on those records, to any persons not authorized to receive such information.

I understand that my failure to adhere to this policy could result in immediate termination of employment and and/or more serious consequences as deemed appropriate under Sherman College rules and regulations.

_____ _____

(Signature) (Date)