



Castleton University

STUDENT EMPLOYEE CONFIDENTIALITY STATEMENT

I, _____, as a student employee in the department of _____ at Castleton University agree to the terms of the following confidentiality statement:

I understand that I may be working with sensitive and confidential information. I understand that what I learn in this office/area about the college, its students, employees and college business must remain in this office/area and is not to be discussed with anyone else, including the student(s) or employee(s) involved.

I understand that I cannot access confidential information for any reason other than what I have been asked to do by my supervisor.

I understand that the "Student Code of Conduct" applies to my conduct at work as well as elsewhere on campus and violations may be applicable to my employment. (For a detailed explanation of the "Student Code of Conduct", please refer to the University Handbook, available on the Castleton Website.)

I understand that I will jeopardize my employment and potentially subject the University to litigation for violation of the Family Educational Rights and Privacy Act (FERPA) or additional regulated Acts affecting students and/or employees if I compromise the confidentiality of this office/area. If I violate any portion of the Student Code of Conduct I will be held accountable by the University judicial system.

I understand that I will be required to complete on-line FERPA and Data Security training modules. My supervisor will assist me in accessing these modules.

If the rules of confidentiality are broken, it is grounds for dismissal without warning.

Your Signature: _____ Date: _____

Supervisor: _____ Date: _____

Castleton University is an equal opportunity employer and does not discriminate against any individual because of race, color, religion, ancestry, place of birth, gender, sexual orientation, national origin, age or veteran status, or against a qualified individual with a disability, or any other person whose status is protected under local, state, or federal laws.