

COLLEGE *of* VISUAL ARTS

Confidentiality Agreement for Student Employees

Confidentiality implies trust. Those you work with and those you serve trust you to keep information confidential.

Information: All College of Visual Arts student employees must complete this confidentiality agreement before beginning their college work-study employment. The original copy of this signed agreement will be retained in your financial aid file. Supervisors and employees should make a copy before returning the original to the Financial Aid Office.

As a student employee of the College of Visual Arts, you may have access to sensitive information. It is **mandatory** that you maintain the privacy of ALL confidential information which you may come to know as a result of your employment at the College of Visual Arts.

Confidential information includes but is not limited to:

- All administrative and student records including but not limited to: grade point averages, grades, disciplinary action, transcripts, test scores, financial information, social security numbers, legal documents, personal contact information, medical information, etc.
- Written and verbal communications between employees of CVA and students or between employees of CVA are to be considered confidential.

If you are unsure whether or not a particular act, matter, document, file or electronic record is covered by this confidentiality agreement, you will preserve confidentiality of the item in question.

Failure to abide by the terms set forth in this confidentiality agreement will result in immediate termination from your job.

I certify that I have read and understand this confidentiality agreement and agree to abide by the terms and conditions set forth in this agreement. I am aware that the penalty for non-compliance is immediate termination. I also understand that I will be permanently barred from any other campus employment.

Student Signature: _____ Date: _____

Print Name: _____

Supervisor Signature: _____ Date: _____

Print Name: _____

Original: Student's CWS file

11/09/2005