

Student Employment Confidentiality Agreement

As a student employee of La Serra University, the nature of my job will allow and/or require me to have access to student information that is confidential, the disclosure of which is prohibited by the

(FERPA). Since conduct, either on or off the job, could affect or threaten the security and confidentiality of this information, I am expected to adhere to the following:

- 1. The information and materials to which I have access will be treated in a professional and confidential manner. Such information includes, but is not limited to student grades, financial information, identification number, class schedule, place of employment, etc.
- 2. I will not make use of, or permit unauthorized use of any information in files maintained, stored, or processed in any office of facility affiliated with the University.
- 3. I am not permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to me by virtue of my work assignments.
- 4. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the policies and procedures of the University.
- 5. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. I will not knowingly delete or cause to be deleted in any record, or report a data entry.
- 6. No official record or report, or copy thereof, from the office where it is maintained may be removed except in the
- 7. I will not aid, abet, or act in conspiracy with another to violate any part of this confidentiality agreement.
- 8.

Each student employee holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of University information. Violation of this agreement is a violation of FERPA, and the policies and procedures of the University, and may lead to reprimand, termination, or dismissal from the University.

I have received a copy of, have read, do understand, and will comply with the Student Employment Confidentiality Agreement of La Sierra University.

Student Name (Printed)		ID#	
Student Sgnature		Date	
	Copies Sent to:	Student	Supervisor

Copies Sent to: Student Supervisor