

**MOUNT ALOYSIUS COLLEGE
CONFIDENTIALITY & FERPA UNDERSTANDING AGREEMENT**

I, _____, understand and agree that as a condition of my employment at Mount Aloysius College, that I must at all times keep confidential, sensitive information to which I have access. This includes but is not limited to confidential information, that is pertinent to students and student records/ files, employee and employee records/ files, applicants for employment, donors and donor records/ files, candidates for admission to the College, financial records/ files and financial/ budgets, grants, College strategic plans, Board of Trustee minutes and documents, academic program development and other such information, that if released to unauthorized individuals may be harmful to the interests of the College and/ or individual persons. I understand and agree to not divulge or publish to unauthorized persons inside and/ or outside the College any confidential information obtained from observation, conversation, correspondence, surveys and/ or other written records (to include electronic files) that are the property of the College.

I understand that in some cases I may be required to divulge confidential information in order to comply with governmental laws and regulations, or to conduct College business with individuals who have a right and need to know such information, or to comply with court ordered/ subpoenaed requests for information.

I agree to review and abide by other confidential related policies and procedures of the College which include my assigned Department., Human Resources and Information Technology Departments, and to abide by applicable privacy protection laws and regulations.

I agree to defer to my assigned supervisor for guidance in situations when I am not confident as to the proper protocol or course of action relative to release of confidential information.

I understand that my failure to comply with this agreement may result in disciplinary action up to and including termination of employment, and/ or criminal or civil prosecution. Student workers may also be subject to the College's judicial process. I understand that this agreement is valid throughout my term of employment with the College and need not be renewed annually.

Student Worker – Statement of FERPA Understanding

I understand that by the virtue of my employment with as a Federal Work Study at Mount Aloysius College, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Mount Aloysius College's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

Student Employee's Full Name (Printed)

Student ID Number

Student Employee's Signature

Date