

# STUDENT WORKER CONFIDENTIALITY AGREEMENT

## OFFICE OF ACADEMIC ADVISING

It is the policy of Rivier College that information regarding students, alumni, faculty, staff, and other constituents be considered and handled with discretion and confidentiality. This is to ensure that all FERPA policies are adhered to and that the privacy and rights of members of the Rivier College community be respected.

As a student worker, you are required to accept responsibility for maintaining confidentiality regarding any information that may be available to you for purposes of your work and/or fulfillment of assigned tasks. This information pertains to all students, faculty or staff of Rivier College. Therefore, we require that you sign the statement below in acknowledgment of the confidentiality you are being asked to uphold.

I, \_\_\_\_\_, agree that I will maintain the utmost and strictest confidentiality with regard to the information that I am exposed to in my employ as a student worker, whether this information be in hardcopy, electronic, audio or visual formats. I understand that should I breach this agreement, I will be terminated from my employment and that possible other punitive measures may be imposed that could affect my status as a student at Rivier College.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date