

Confidentiality Agreement

AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN
CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO
STUDENTS, FACULTY, STAFF AND THE UNIVERSITY

I understand that as a student worker at the University of Dallas I am in a position to see and hear confidential information regarding students, departments, faculty, staff, and/or pertaining to the University. I do hereby agree that I shall avoid disclosing any and all confidential information gained by my position of employment of the University.

I understand that under federal law and University policy, student records are protected from disclosure to third parties except under special circumstances and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period of employment at the University of Dallas. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. Failure to do so will be grounds for termination, prohibition of future employment and/or dismissal from the University of Dallas.

ID #: _____

Department: _____

Printed Name: _____

Signature: _____

Date: _____