

SIMPSON COLLEGE



CONFIDENTIALITY STATEMENT

As a student employee, you may work with or come in contact with confidential information with regard to students and their families.

It is critically important that student employees treat this information as totally confidential.

Confidential information is found in the following areas:

1. The data base of the mainframe computer.
2. Telephone calls received.
3. Incoming and outgoing mail.
4. Conversations that take place within the office.
5. Student/faculty/staff files.

As a student employee and by virtue of signing this statement, you agree to the following:

1. You shall not access information on any student unless you have either been asked by a full time employee of your department to do so or you are processing information on that student, as a part of your work responsibility.
2. Information that you have access to, by virtue of your job, shall not leave this office either verbally or in any other manner.
3. There shall be no discussion with other student employees about a particular student, whether he or she be presently enrolled or be a prospective student.
4. Violation of any of these areas is grounds for immediate dismissal.

I have read the above and understand the restrictions of the policy and the consequences should I violate its provisions.

Student's Signature

Date

Supervisor's Signature

Date

Department

A copy of this statement should be a part of the supervisor's file for the student employee.