

SIMPSON COLLEGE – OFFICE OF THE REGISTRAR
STUDENT EMPLOYEE CONFIDENTIALITY STATEMENT

The Registrar's Office deals with a great amount of confidential information with regard to students and their families. It is critically important that student workers treat this information as totally confidential.

By virtue of your employment in the Registrar's Office, you will have access to records that contain individually identifiable information. Disclosure of this information is prohibited by the Federal Family Education Rights and Privacy Act of 1974.

Confidential information is found in the following areas:

- 1) The student file,
- 2) The database of the mainframe computer,
- 3) Telephone calls received in the Registrar's Office,
- 4) Mail, FAX and e-mail messages received in the office, and
- 5) Conversations that take place in the office.

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AGREEMENT

As a student worker assigned to the Registrar's Office, I agree as follows:

- 1) I will not access information on any student unless I have been asked to do so by a full-time employee of the Registrar's Office, or I am processing information as a part of my work responsibilities.
- 2) I will not discuss or impart to anyone outside the office, any information that I have access to by virtue of my employment.
- 3) I will not discuss information about a particular student whether he/she is currently enrolled or is a prospective or former student, other than for the purpose of processing work required by the office.
- 4) I understand that violation of any above-mentioned condition is grounds for immediate dismissal and disciplinary action, and that criminal and/or civil penalties can be imposed.

I have read and understand this Confidentiality Statement.

Date

Work Supervisor

Date

Workstudy Confidentiality Statement