

STUDENT DEVELOPMENT CONFIDENTIALITY STATEMENT

Name: _____

The Office of Student Development deals with extensive confidential information with regard to students and their families. As Student Development work study, you are considered an employee of this office and you must treat this information as totally confidential.

Confidential information includes:

- Student files and appointments
- Mail received by office administrators
- Telephone messages
- Conversations within the Student Development Office
- Information you may have access to as a Student Development work study
- Information you may hear from Simpson College staff or administrative personnel in the Student Development office

As an employee of this office and by virtue of your signature on this statement you agree to the following:

- You shall not supply information regarding students unless you have been asked by a Simpson College employee or it is part of your work assignment.
- The information to which you have access shall not leave the office either verbally or in any other manner
- There shall be no discussion with other students or persons regarding confidential information to which you have access.
- Under no circumstances shall you discuss the disciplinary sanctions, incident reports that you may have access to, or counseling issues or appointments regarding any student.
- Violation of any of these areas is grounds for immediate dismissal.

Student's signature

Date

Supervisor's signature

Date