



## CONFIDENTIALITY STATEMENT

The Simpson Writing Across the Curriculum (SWAC) program deals with a great deal of confidential information with regard to students and their grades, competencies, and academic difficulties. Writers, especially first-year writers, may include sensitive material in the content of their writing. For faculty to entrust us with their writers, we must respect confidential material. For writers to entrust us with their writing, we must respect confidential material.

It is critically important that employees in the Simpson Writing Center (SWC) treat this information as totally confidential.

Confidential information is found in the following areas:

1. The student data sheet files and other files.
2. The student database system.
3. The hard drives and network drives of SWC's computers and various disks.
4. Mail received by the office.
5. Conversations that take place within the SWC.

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

1. You shall not access information on students unless you have either been asked to do so by a full-time employee of the SWAC or if you are processing information on those students as part of your work duties.
2. Information that you have access to, by virtue of your job, shall not leave this office either orally or in any other manner. This includes, but is not limited to, the following:
  - Student grades on writing assignments
  - Written feedback from faculty
  - Consultant Reports documenting the content of consultations
  - Comments made by students during a writing consultation
3. There shall be no discussion with other student employees about specific students, whether they are presently enrolled or prospective students, other than for the purpose of processing that student's records.
4. We consider writing consultations private communications between the consultant and the writer. Refer inquiries about the content of a consultation or the names of writers to a full-time employee of the SWAC,
5. Violation of any of these areas is grounds for immediate dismissal.

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Student's signature

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Date

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Supervisor's signature

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Date

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