

**Lebanon Valley College
Student Employee Confidentiality Agreement**

Terms

As a student employee working at Lebanon Valley College, you will have access to various types of restricted use and confidential information in the course of your work. By “access” we mean the ability to view, modify, delete, or disclose to others.

Examples of such information include, but are not limited to: academic records; financial information; donor contributions; disciplinary actions; medical information and disabilities; and, personal identity information. To accept employment in this position is to accept responsibility to preserve the confidentiality of information and to agree not to access any such information on computer systems (electronic files) or in “hard” (paper) files unless such access is directly related to your assigned duties. Information to which you have access may also be protected under the following federal laws: FERPA (Federal Educational Rights and Privacy Act); HIPAA (Health Insurance Portability and Accountability Act); GLBA (Gramm-Leach-Bliley Act); and, FACTA (Fair and Accurate Credit Transactions Act).

Acceptance

I have read and understand the above statements regarding the confidentiality of data that I may have access to in the course of my employment at Lebanon Valley College. I have discussed any questions I have about these statements with my supervisor. I understand the special nature of my position and the importance of confidentiality in this position, and I agree to adhere to the policy regarding preservation of the confidentiality and integrity of institutional data.

I understand that a violation of this policy may result in disciplinary action that may include loss of employment with the College and possible legal action if local, state, or federal laws are violated.

Signed: _____

Print name: _____

Date: _____

For Department Use Only: Reviewed on _____ by _____
Date Supervisor's Name Initials