

ALBRIGHT COLLEGE

CONFIDENTIALITY AGREEMENT

Individuals employed in an administrative or academic office of the College will be exposed to, or have access to, verbal and/or written information regarding the official business of the College relating to students, alumni, faculty, staff and trustees which is both sensitive and confidential.

No information regarding the professional operations of the office or information regarding an individual student, faculty or staff member is to be discussed with anyone outside the department or office without the knowledge and approval of your supervisor and, if it deals with an individual, the written consent of the person or persons involved. Unauthorized release of confidential information relating to students, faculty or staff is both a violation of College policy and state and federal laws regarding individual and family rights to privacy.

Discussion about confidential information is limited to those individuals who by their position and/or responsibilities are easily classified as authorized to know. Conversations outside the department or office are inappropriate and therefore prohibited.

Unauthorized disclosure or use of confidential information will result in disciplinary action up to and including dismissal on the first offense. Depending on the nature of the offense, such unauthorized disclosure would also expose the individual to civil or criminal charges that may be brought by the aggrieved party.

Should questions arise as to whom information should be discussed with or released to, it is the individual's responsibility to discuss the question or request with his/her supervisor immediately.

I hereby certify that I have read the above statement and fully understand its contents and will consider all information that I become aware of in the course of my employment or internship as strictly confidential.

Department Representative

Date

Employee/Intern/Student Employee

Date

Original – Department File
Copy - Employee/Intern