

## STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT

Each student worker at the University of California, Merced holds a position of trust relative to maintaining the security and confidentiality of records and/or data files and must recognize the responsibility entrusted to him/her.

Students may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family, Educational Rights and Privacy Act of 1974 (FERPA). Since conduct on or off the job may threaten the security and confidentiality of these records in any form, each student employee is expected to adhere to the following standards:

~No one may make or permit unauthorized use of any information in files maintained, stored or processed by student workers in their respective placement.

~No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to him/her by virtue of the work assignment.

~No one is permitted to exhibit or divulge the contents of any record or report to any person except in the conduct of his/her work assignment and in accordance with departmental or institutional policy.

~No one may knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.

~No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.

~Any knowledge of a violation of this agreement must immediately be reported to a supervisor.

~Violation of the agreement may lead to a reprimand, suspension or dismissal from your student employment position. Additionally, judicial sanctions may be considered according to the policies of the University of California, Merced.

I have read and will comply with this Confidentiality Agreement for security and confidentiality of records and/or files. I further understand that violation of the agreement can result in immediate termination from my student employment position and could include judicial action.

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Signed

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Date

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Print Name