As part of your job at Marist College, you will have access to confidential information about Marist Students and/or Personnel. Please read the following statements as regards to confidentiality and employment standards at the College.

♦ I understand that all information gained from student and/or personnel files (office or computer generated) or heard in the course of my employment, is strictly confidential and as such, is not to be shared with anyone other than those authorized to receive this information. In addition, no files or copies of records will leave this office without approval. Files will not be left unattended in public areas for others to view.

♦ I agree that if any computer passwords are provided to me, they are not to be used outside the office, and are not to be shared with anyone other than those authorized.

♦ I understand that violation of confidentiality is illegal, and as such is a breach of ethics and is subject to termination of employment as a student employee at Marist College. I further acknowledge that any legal or punitive measures taken by subjects who may be affected by a breach of confidentiality for which I am responsible is my own responsibility.

I have read and understand the conditions of my employment.

_________________________________    __________________
Employee Signature       Date