

William Jewell College Confidentiality Agreement for Students

As an employee of William Jewell College, I understand that I may have access to Jewell's confidential information. I agree as a condition of my employment not to disclose confidential information to students or to anyone who is not affiliated with William Jewell College unless directed to do so by my supervisor. I further agree that I may share confidential information with other Jewell employees only if they need to know the confidential information to do their jobs, and I have been directed by my supervisor to share the confidential information. I understand that "confidential information" includes all information Jewell desires to keep confidential, including for example: office conversations, information relating to finances, personnel, management, students, donors, and development plans.

In addition to understanding the need for overall confidentiality as an employee, each employee should be aware of and follow the guidelines of FERPA – Family Educational Rights and Privacy Act. This federal law provides for the privacy of the education records of students while they are enrolled at Jewell and after they graduate or leave Jewell. Please familiarize yourself with the law by visiting the FERPA website at:
<http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

I understand that divulging any confidential information is a breach of this agreement, which could be grounds for dismissal from my job responsibilities, as well as possible grounds for further disciplinary measures by the College.

By signing below, I agree that I fully understand Jewell's confidentiality policy and will abide by it.

Student Name (print): _____

Student Signature: _____ Date: _____

Department: _____ Supervisor: _____

cc: Student
Supervisor