

## **Student Confidentiality Agreement**

As a student employed by the Carey Business School, I understand that I may have access to confidential information. As a condition of my employment, I fully understand and agree to treat any and all information that I directly or indirectly obtain confidentially. I acknowledge and agree that I shall not remove or disclose documents and/or information that I access, become aware of or obtain during the course of my employment.

During the course of employment, I may have access to personally identifiable student information contained in educational records maintained by the University. My access to such information is subject to the Family and Educational Rights and Privacy Act of 1974 ("FERPA") and to the University's policies regarding FERPA. The University certifies that it has a legitimate educational interest in providing such access to me, but only to the extent necessary to fulfill my job responsibilities and as deemed necessary by the University. I acknowledge and agree that I shall not disclose educational records and/or student information contained in educational records of the University, nor am I authorized to photocopy, remove or access such information except as expressly authorized by the University.

By signing my name to this agreement, I accept these terms of confidentiality as part of my employment and fully understand that my failure to adhere to this agreement will result in the immediate termination of my employment with the University.

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Student's Name (Print)

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Student's Signature

Date