

Berea College

Student Worker

Confidentiality and Nondisclosure Agreement

I, the undersigned Berea College student, understand that in the performance of my assigned duties as a student worker at Berea College, I may, at times, have access to College records containing proprietary information about the College's operations, programs and vendors as well as confidential and/or personally identifying information concerning the College's employees, other students, alumni and third-parties. As a condition to my employment, I agree to keep all such information completely confidential. By signing this document, I am agreeing not to copy, remove, retransmit, disclose or share any information that I receive or become aware of through conversation, actions, or through the viewing of personal and/or departmental records except as expressly authorized by my supervisor, an officer of the College or by court order. I further agree not to share my network password or enable others to access any network files or other records pertaining to the department(s) in which I am assigned.

The purpose of this agreement is to protect the privacy of all persons and to avoid compromising the effectiveness or integrity of the department(s) in which I work and to protect the proprietary and confidential information of Berea College. I am aware that various types of information held by the College are protected by state and federal privacy laws.

I understand that to breach this obligation of confidentiality is a betrayal of trust and a serious offense which may result in my dismissal from the department and/or possible disciplinary action by Berea College, up to and including suspension or expulsion.

Student Worker B #

Student Worker Name (Print)

Dated:

Student Worker Signature

Dated:

Accepted: Labor Office Representative