CONFIDENTIALITY AGREEMENT

I, ________________________, understand and agree that all written, typed, and orally provided information about students, their families, agencies, companies, faculty, staff and all other customers is considered private, confidential information and material. I unequivocally understand that I will treat this information with the utmost confidentiality similar to the standard applied to attorneys, accountants, and other professionals regarding information about their customers.

I understand that “utmost confidentiality” includes, but is not limited to:
[Please put your initials beside each item]:

___ Not discussing information as defined above with anyone except current Arcadia University employees or appropriate personnel on the project I am working as instructed.
___ Agreeing to return any notes or other information obtained should I choose to leave the office, or Arcadia University.
___ Exercising care in revealing information as I go about the course of completing my education.
___ Not revealing any information as defined above in the course of regular business/career/school/social activities now or in the future.
___ Not using the information as defined above to the detriment of any Arcadia University student, staff or faculty.
___ Not using the information that is available to me for anything other than the work I am completing.
___ Agreeing to not remove physical or digital information from the office and abiding by all FERPA and PII regulations.

*FERPA (The Family Educational Rights and Privacy Act) is a federal law that protects students’ educational records. Students have specific protected rights regarding the release of such records and FERPA requires that institutions adhere strictly to these guidelines.
*PII (Personally Identifiable information) includes information that can be used to distinguish or trace an individual’s identity either directly or indirectly through linkages with other information.

If you would like more information on either FERPA or PII please let your supervisor know.

I further agree, and understand, that a penalty for violating this agreement will include, but is not be limited to, being terminated from my position immediately.

Signed and agreed to this ________ day of ______________, 20__

Signed: ______________________________
Print: ______________________________
Phone: ______________________________
Email: ______________________________