

# Arcadia University Work-Study Program

## 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: \_\_\_\_\_