



**OFFICE OF STUDENT EMPLOYMENT  
STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT**

I, \_\_\_\_\_, understand and accept the following conditions and responsibilities of my employment at the University of Montevallo:

1. In the performance of my duties, I may have access to confidential information, which includes business information, correspondence, reports and records of students, faculty, and staff. These types of information are considered confidential.
2. I shall treat all information accessible to me in the performance of my duties as Confidential Information, regardless of its format (e.g., electronic, paper, oral) until advised otherwise by my supervisor.
3. I agree to not access confidential information unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of confidential information during and after my period of student employment with the University. I shall not, directly or indirectly, communicate orally, in writing, or by e-mail, any confidential information to any unauthorized person, including, without limitation, other students, work colleagues, the media, family members, etc.
4. I may gain access to sensitive or confidential information that may be protected from disclosure by federal or state law. Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such information can adversely impact the University, individual persons, or affiliated organizations.
5. I shall use my access to confidential information for the sole purpose of performing my job duties. I shall not disclose information to anyone without prior authorization from my supervisor.
6. I shall not - nor permit any other unauthorized person - to copy, reproduce, alter, delete, or introduce any information other than what is required in the regular performance of my job duties.
7. I am aware that any breach of this agreement, release of confidential information, or any abuse of my position, may result in immediate termination of employment and possible referral to the Dean of Students for disciplinary action through The University's Student Code of Conduct. Additional ramifications may include prosecution through appropriate University judicial processes, expulsion from the University, and civil and criminal legal proceedings.
8. The provisions contained in this agreement are considered conditions of participation in employment programs offered by the University.

**I have read this document and understand its terms and legal effects.**

\_\_\_\_\_  
Student Employee's Signature

\_\_\_\_\_  
Student Employee's UM ID Number

\_\_\_\_\_  
Supervisor's or HR Representative's Signature

\_\_\_\_\_  
Date

*(Please print name beside signature if illegible.)*