

**Miami Student-Employee Confidentiality Agreement**

Miami University collects, stores, and distributes large amounts of information essential to the performance of University business. Although a large portion of University information is available to the public, a significant portion of our information is protected by state and federal laws. To comply with these laws and protect the University community, the University has the right and obligation to protect, manage, secure, and control information (whether in hard copy or stored as electronic data) in its possession.

I understand that as a student employee I may have access to confidential information maintained by the University, including information about students, parents, faculty, and staff. I agree to maintain the absolute confidentiality of all such information and I will not make public any such information. In order to be safe, I shall assume that all University-related information I receive during my employment is confidential unless I am specifically told by my supervisor that certain information is not confidential. Therefore, it is my responsibility to:

1. Protect the privacy of students, parents, faculty, and staff about whom I have information;
2. Completely refrain from discussing matters pertaining to the office/department I am working for with (or in the presence of) non-office persons;
3. Limit my access to confidential information to that for which I have work-related need.

In the event I have access to databases containing confidential information, I will use it solely in connection with the performance of my authorized job duties and for no other purpose. I will take all necessary steps to prevent anyone from gaining knowledge of my uniqueID or password. The use of these unique codes by anyone other than me is prohibited and will be reported to my supervisor when detected. I will ensure the security of my password and the information contained in the database.

In the event I have a job which requires me to deal with the public (*i.e.*, answering phones, responding to questions, etc.), I will discuss with my supervisor what type of information I am permitted to provide and what type of information I should not provide.

I understand that any breach of confidentiality by me may result in student disciplinary action and/or the termination of my employment. Intentional or flagrant violations may be cause for criminal or civil sanctions.

I have read and understand this Confidentiality Agreement and agree to comply.

<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Date</p>	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Signature</p>
	<hr style="border: none; border-top: 1px solid black; margin-bottom: 5px;"/> <p>Name Printed</p>