

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## Student Employee Confidentiality Agreement

Employees, including student workers, who may have access to student or employee educational and personal records and information, must adhere to federal Family Educational Rights and Privacy Act of 1974 regulations (FERPA), which govern the confidentiality, use and release of these records. Student employees may not seek, discuss, use or misappropriate any information other than that which is necessary to fulfill their assigned duties.

Student employees must not divulge or otherwise release confidential records or information in written or verbal form to anyone except the person of record (as positively identified) without written consent of the person involved. Unauthorized release of confidential information is a violation of laws regarding individual and family right to privacy.

My signature denotes that I agree to consider all information that I become aware of in the course of my employment as strictly confidential.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information.

FERPA Motto: "Keep any information obtained in the workplace at the workplace".

I fully understand that if I divulge or misuse confidential information; I will be subject to disciplinary action by Chabot/Las Positas Community College District and will be liable to civil and criminal prosecution pursuant to the Family Rights and Privacy Act, and I also understand that such actions on my part will result in termination of employment.

The Confidentiality Agreement must be read and signed by the student and supervisor.

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

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date