

Shepherd University – Student Confidentiality Statement

Student Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

**Confidentiality Statement**

As a student employee in the above named department of Shepherd University, it is expected that you maintain the confidentiality of all persons related to the University. The unauthorized access of or disclosure of confidential information may compromise the integrity of this department and/or otherwise violate individual rights of privacy.

Confidential materials that you may come in contact with must remain in your department unless otherwise directed by your supervisor. Confidential materials include but are not limited to: student records, parent records, financial statements, grades, teacher’s records, University employee records and student employee documents. You may also have access to information in computer information systems on the office computer. A student employee is expected to maintain professionalism by ensuring that all these materials remain confidential.

If there is a possibility of a confidentiality problem, the student employee must make their direct supervisor aware immediately.

If it is found that a student employee has knowingly broken the confidentiality of the department or related individual, action will be taken up to and possibly including termination from employment with the department or University. This will be reported to the Student Employment Coordinator in the Human Resource Office and to the Assistant Dean of Students in Student Affairs.

*I read, understand and agree with the above confidentiality statement. I acknowledge my duties as a student employee of Shepherd University and understand that breaches of confidentiality are a serious offense that could result in disciplinary actions, including dismissal from employment.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Copy to Student  
Copy to Supervisor File*