



Student Employee Confidentiality Agreement

I, _____, agree to maintain absolute confidentiality of all employer information. This expectation pertains to but is not limited to student, parent, faculty, staff and business arrangement information.

I understand that as a student employee, I have access to certain sensitive information about Montgomery College students, faculty, staff and /or off-campus agency clients.

1. Information to which I have access as a function of my employment will be used exclusively in the performance of my duties. I understand that this provision is designed to protect the confidentiality of personally-identifiable information, and I will conduct myself in accordance with its spirit.
2. Information to which I have access will not be released by me in verbal or written form to individuals outside of the office, either internal or external to my employer, except as directed by my supervisor or as part of my normal duties.
3. I will take all reasonable precautions to protect the confidentiality of information by the practice of good work habits. These include, but are not limited to the following:
 - Protecting the confidentiality of passwords
 - Closing or minimizing programs when not at the computer monitor
 - Using care in the placement of physical documents while in use, as well as their storage and disposal.
4. I will inform my supervisor promptly of any inadvertent breach of confidentiality or security on my part (the loss of a document, the loss of a key, etc.).
5. I will inform my supervisor promptly of any instances of individuals outside of the office soliciting confidential information from me and/or any instance of individuals offering compensation or other benefits to me in exchange for information.
6. I understand that violation of any of the above are grounds for immediate dismissal from my employment, and may also result in the initiation of disciplinary procedures against me according to the provisions of the student "College Policies and Student Code of Conduct" as outlined in the Montgomery College Student Handbook.

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

_____ Employee's Signature	_____ MC ID #	_____ Date
_____ Supervisor's Signature	_____ Department/Agency Name	_____ Date