

**ELMHURST COLLEGE
STUDENT EMPLOYEE
CONFIDENTIALITY AGREEMENT**

I, _____ (print name), understand that in my capacity as a student employee at Elmhurst College, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private computer and paper records of other students, faculty and staff and/or pertaining to the College.

I understand that under federal law and College policy, student records are protected from disclosure to third parties. I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Elmhurst College. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. In addition, I will not alter the educational records of myself or anyone else.

I understand that any breach of confidentiality or any other abuse of my position may be grounds for termination, prohibition of future employment and/or for dismissal from Elmhurst College.

Signature

Date