



## **CONFIDENTIALITY AGREEMENT FOR WORKFORCE MEMBERS WHO ARE STUDENT WORKERS OR GRADUATE ASSISTANTS**

I understand that as a student at Nazareth College and a Student Worker or Graduate Assistant employed at the College, I am assuming a great deal of responsibility. I may require confidential information to perform my duties. This information may include, but is not limited to, information on prospects, applicants, students, alumni, faculty, staff and other affiliates of the College. Some of this information is made confidential by law (such as protected under the federal Health Insurance Portability and Accountability Act). Confidential information may be in any form, e.g., printed, written, electronic, oral, overheard or observed.

I also understand that access to all confidential information is granted on a need-to-know basis, defined as information access that is required in order to perform my work. Though much of the information relates to Nazareth College students, faculty, and staff, I understand that any and all work-related information is considered confidential and therefore, should not be shared with parties who do not have a legitimate need for information. I will not disclose confidential information to friends, relatives, co-workers or anyone else except as permitted by Nazareth College policies, procedures, and applicable law and as required to perform my work as a student employee for Nazareth College. I will protect the confidentiality of all personal information while at Nazareth College and after I leave College employment. All confidential information remains the property of Nazareth College and may not be removed or kept by me when I leave Nazareth College employment.

I will take all precautions to safeguard information, including, but not limited to: (1) Using my own unique user account to access the information systems, (2) Never sharing the password to my own user account, (3) Only accessing information while at work, from a secure office, (4) Ensuring that printed information is private and secure.

If I violate this agreement, I may be subject to adverse action up to and including termination of my employment at Nazareth College as well as disciplinary action through the student conduct system. In addition, under applicable law, I may be subject to criminal or civil penalties.