

SAMFORD UNIVERSITY

Human Resources Department

Student Employment Confidentiality Agreement

I, as a student employee of Samford University, agree to adhere to the policies and procedures related to information security and confidentiality. The *Family Rights and Privacy Act of 1974* requires that access to, viewing of, and use of information relative to students be strictly limited to persons having a "legitimate educational interest" and such information must be used solely for that purpose. All information processed through University computers and systems is considered sensitive and/or confidential. Any information, *written or verbal*, to which I may be exposed should be used on a "need to know" basis for authorized purposes only. I understand that failure to abide by this agreement could constitute just cause for disciplinary action (i.e. revoking computer privileges, termination of employment).

Employee Name (Print)

SU ID

Employee Signature

Date