

**Mount St. Mary's College**

**Student Employee Statement of Understanding Regarding Confidentiality**

I, \_\_\_\_\_, understand that in the course of my employment with Mount St. Mary's College, I may have access to and become acquainted with educational records or individually identifiable information related to a student, as well as the confidential and proprietary information or trade secrets of the College, its employees, or others.

- Individually identifiable information includes any data or information that relates to a record of a student, including, but not limited to, a student's name, the name of the student's parents or other family members, the student's address, social security number, student identification number, or any other number or symbol which identifies the student, a list of the student's personal characteristics, or any other information which would make the student's identity known or which can be used to label a record as that of the student.
- Confidential and proprietary information includes, but is not limited to, any information of the College, its employees, its benefactors, or any other person or entity associated with the College, which is not generally known to others outside the College, and which includes but is not limited to, financial information, salaries, budget, personnel information and/or compensation, social security numbers, credit card numbers, addresses, telephone numbers, facsimile numbers, and e-mail addresses.

I acknowledge and understand that the use or intentional disclosure by me (either during the term of my employment or any time thereafter) of such information to any unauthorized person violates Mount St. Mary's College policy, as well as federal and state laws. I also acknowledge and understand that my improper use or disclosure of such information could subject me to criminal and civil penalties and damages, and could result in the termination of my employment, as well as other disciplinary action by the College.

I further understand that I am an at-will employee of Mount St. Mary's College and that this agreement is not to be construed as constituting a promise of continued employment.

\_\_\_\_\_  
(Student Employee's Name – Please Print)

\_\_\_\_\_  
(Student Employee's Signature)

Date: \_\_\_\_\_