

SAMUEL MERRITT UNIVERSITY  
STUDENT EMPLOYMENT

CONFIDENTIALITY OF RECORDS AGREEMENT

I recognize that functional requirements assigned to students working at Samuel Merritt University require access and use of personally identifiable sensitive student data and information, as well as faculty and academic information and data.

I am aware that the data, materials, and conversations to which I may have access are to be treated in a professional and confidential manner. Any intentional release of information, which might violate the privacy of another student, may constitute dismissal from the work-study position and possible disciplinary action.

I recognize my responsibility to not disclose or cause to be disclosed any information which I may have knowledge of at anytime. Such information includes, but is not limited to: files, letters, reports, telephone or other conversations, grades, petitions, academic status and financial aid status to which I may have access.

I understand and recognize my responsibility to follow the rules and regulations regarding the confidentiality of student and academic records and data.

My signature on this document certifies that I have received a briefing on FERPA, and I will read and follow Samuel Merritt University's confidentiality of records policy, FERPA policy, and any other documents that will expand my education of the confidentiality and privacy of information that I may access.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witnessed by \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Samuel Merritt University

02/04/09