



CONFIDENTIALITY STATEMENT

I, _____, understand that while assigned as a student worker in Trident.
(Please Print)

Technical College's Work Study Program, I may have access to and become aware of highly confidential, personal and sensitive information involving students and/or prospective students, faculty and staff. I understand that under NO circumstances is it acceptable or appropriate to:

- share this information with any other person unless authorized by my supervisor.
- "hint" or make suggestions about this information to any other person(s).
- repeat or present information even while omitting the involved person's name.
- allow any other person to have access to office and/or file information.
- read content while filing information unless directed to do so.
- repeat, in any way, any discussions I might hear while in the office.

Additionally, I may find information has been mistakenly misfiled, unfiled or compromised in some way. It is my responsibility to secure that information and report to my supervisor.

I understand that all information and documents which are considered confidential while I am a work study student will remain confidential after I leave employment with TTC.

I understand that failure to comply with these guidelines will result in one or more of the following consequences:

- immediate dismissal from work and an unfavorable reference for future employment.
- other personnel and/or student conduct code disciplinary actions.
- civil and/or criminal legal action as appropriate.
- other appropriate action(s) as determined by the Vice President for Student Services after consultation with the college's attorney.

Date

Student Employee's Signature

Witness's signature