



### **Student Employee and Volunteer Confidentiality Agreement**

In accepting employment or while volunteering at the Child Development Center, I accept responsibility for the following:

1. Information to which I have access as a function of my employment or as a volunteer will be used exclusively in the performance of my duties within the office. I understand that this provision is designed to protect the confidentiality of my personally-identifiable information, and I will conduct myself in accordance with its spirit.
2. Information to which I have access will not be release by me in verbal or written form to individuals outside of the office, either internal or external to the College, except as directed by my supervisor or as part of my normal duties.
3. I will take all reasonable precautions to protect the confidentiality of information by the practice of good work habits. These include, but are not limited to, the following:
  - a. Protecting the confidentiality of passwords
  - b. Closing or minimizing programs when not at the terminal
  - c. Using care in the placement of physical documents wile in use, as well as their storage and disposal
4. I will inform my supervisor promptly of any inadvertent breach of confidentiality or security on my part (e.g., the loss of a document, the loss of a key).
5. I will inform my supervisor promptly of any inappropriate instance of individuals outside of the office soliciting confidential information from and and/or any instance of individuals offering compensations or other benefits to me in exchange for information.
6. I understand that violation of any of the above are grounds for immediate dismissal from my employment or volunteer position, and also may result in initiation of disciplinary procedures against me.

I have received a copy of, have read, do understand, and will comply with the Student Employee and Volunteer Confidentiality Agreement of Springfield College.

\_\_\_\_\_  
Student Name (please print)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

I have reviewed and discussed this agreement with the student.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date