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## **Federal Work Study Student Employee Confidentiality Agreement**

As a student employee of Holyoke Community College (HCC), you may have access to information that is made confidential by federal law, such as the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or state law, or other College rules or regulations. It is imperative that you maintain the confidentiality of the information.

Holyoke Community College considers all students to be independent as defined in Section 152 of the Internal Revenue Code. The College will *not* disclose non-directory information of any student except where the Family Educational Rights and Privacy Act requires or allow disclosure without consent. See the HCC Student Handbook's Policy and Security Information for Holyoke Community College's full policy on student confidentiality and FERPA.

All members of the HCC Community have the right to expect that all other members, in whatever role they may function, will respect their privacy and never disclose information in an inappropriate manner. The College needs to rely on your adherence to this principle.

Students employed through the College, at either on or off campus locations, work in programs and offices that contain confidential records and information. Student employees are not to see or use any such information other than that which is necessary to fulfill their assigned duties. Student employees must not release confidential records or information in written or verbal form to anyone except the person of record as positively identified with an official government issued picture identification (driver's license or passport) or valid student ID. Student employees should request the assistance of a college staff member before releasing any confidential records or information. Only with supervisory approval may confidential records or information be released to persons employed by the College for the purpose of official college business.

**I understand that misuse of confidential information or records will result in termination of my employment. Additionally, I fully understand that if I divulge or misuse confidential information, I will be subject to disciplinary action by the College and will be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.**

**I understand and agree with the above statement.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Student ID #: \_\_\_\_\_

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