

**Sweet Briar College  
Campus Student Employment**

**Confidentiality Agreement**

*2017 - 2018 Academic Year*

***Sweet Briar women do not lie, cheat, steal, or violate the rights of others. Therefore, I pledge to uphold all standards of honorable conduct. I will report myself and others for any infraction of this pledge.***

I, \_\_\_\_\_, understand that my Campus Student Employment position is a privilege and not a right. I have been hired because I have demonstrated the necessary skills and abilities. I also understand that while performing my duties, I may encounter or have access to information and situations that are confidential in nature, I may work directly with information regarding student grades, discipline inappropriate behavior, as well as health, financial or family matters.

I understand that these issues mentioned above are very important to every student. I agree that sensitive information should always be kept confidential.

Having read, understood, and agree with the statements above, I \_\_\_\_\_ promise that I will keep all information I encounter in my Campus Student Employment role **CONFIDENTIAL**. This means I will not share it with any unauthorized persons. (Note: My supervisor is an authorized person with whom I must share information.) I promise that if I need clarification, I will ask my supervisor for guidance. Finally, I understand if I break my promise of confidentiality at **ANYTIME**, I will be removed from my Campus Student Employment position and give up my right of having a campus job while I attend Sweet Briar College.

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Student Signature

Date