

Portland Community College
FEDERAL WORK STUDY STUDENT EMPLOYEE CONFIDENTIALITY
AGREEMENT

I understand and agree that as a condition of my employment in the Portland Community College Federal Work Study Program, that I must at all times keep confidential, sensitive information to which I may have access. This includes, but is not limited to, confidential information that is pertinent to students, employees, parents and their associated records/files, financial records/budgets, and other information that if released, may be harmful to the College or individual persons.

I understand and agree not to divulge or publish any confidential or sensitive information obtained in the course of performing Federal Work Study job duties, to persons inside or outside the College. However, I realize that, if directed by a supervisor to do so, I may be required to divulge confidential information in order to comply with governmental laws and regulations or to conduct College business with individuals who have a right and need to know such information, or to comply with court-ordered/subpoenaed requests for information.

I agree to abide by any other confidentiality policies and procedures of the College or Department to abide by applicable privacy protection laws and regulations-FERPA.

I agree to consult my assigned supervisor for protocol regarding the proper course of action relative to the release of confidential information. I understand that failure to comply with this agreement may result in disciplinary action up to and including termination of employment and/or criminal or civil prosecution. I understand that this agreement is valid throughout my entire term of employment with the College's Federal Work Study Program. You may contact the Work Study Coordinator with any questions or concerns.

Employee Name (print) _____
Employee Signature _____ Date _____