



AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND IONA COLLEGE

I, _____ (print name), understand that in my capacity as a student employee at Iona College whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the College. Examples are student grade records and social security numbers. To accept employment is to accept responsibility to preserve the confidentiality of information in your stewardship role.

I understand that under federal law and Iona College policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Iona College. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand the special nature of this role and the importance of confidentiality, and agree to adhere to policy regarding preservation of the confidentiality and integrity of institutional data. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from Iona College.

Signature: _____

Iona ID Number: _____

Date: _____