

Confidentiality Agreement

General Information of Confidentiality and Privacy for Student Employees at the University of Maine

Everyone employed in the _____ may be exposed to, or have access to, *verbal and/or written information which is sensitive and personal in nature*. Because of the quantity of material involved, we sometimes become “hardened” and forget that a particular application or letter is, to the person who completed it, very personal.

We must all be absolutely certain that **NO** information regarding an individual student, family, or employee is discussed with anyone outside the office without written consent of the person or persons involved. Unauthorized release of confidential information is a violation of laws regarding individual and family rights to privacy.

Discussion about private information outside of the office can result in embarrassment to the individual and the University. Such discussions are inappropriate. The best guideline is, to ask a member of our staff if you are in doubt about whether release of information is appropriate, if someone persists in seeking information, refer them to one of our staff members.

Violation of confidentiality can result in termination of your employment with our department.

Supervisor's Signature Date

Student's Signature Date

