

## FWS Confidentiality Agreement

Student ID Number \_\_\_\_\_ Date \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ M.I. \_\_\_\_\_

The Family Educational Rights and Privacy Act (FERPA) is a federal law which guarantees the confidentiality of a student's records. As a student employee of Southern Connecticut State University's Federal Work-Study (FWS) program, it is critical that you become familiar with and fully understand both the University's and federal government's policies on confidentiality, responsibility, and privacy during your employment.

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### **Privacy & Rights:**

As a federal work-study student, it is required that you:

- Must not, under any circumstances, release to any person(s), information about a student, staff, administrative or faculty member unless your FWS position specifically requires you to, and you were provided instruction to do so by your direct FWS supervisor
- Avoid acquiring student records of any kind that you do not need in order to perform your FWS job
- Avoid disclosing information with anyone other than those permitted in your department, or the student, parent or spouse that you have confirmed has a right to that information, or as instructed by your FWS supervisor, in order to perform your FWS job
- Avoid exchanging information about students that you may have learned while performing duties
- Act in manner which displays the utmost confidentiality and respect of student records at all times

### **Responsibilities:**

As a federal work-study student, it is required that you:

- Perform all duties, meeting all job expectations as outlined in the job description and as instructed in job training from FWS supervisor (or other supervisory staff, if applicable)
- Report to your job as scheduled and as approved by FWS supervisor
- Notify your supervisor immediately of anticipated absences or other tardiness as early in the workday as possible
- Conduct yourself in a professional, friendly manner to University personnel, students, parents and any other visitors
- Limit work schedule to no more than 20 hours per week during the semester(s)
- Record your hours worked accurately and submit hours bi-weekly to your FWS supervisor
- Demonstrate professional, respectful and courteous behavior
- Dress appropriately for the job
- Discuss any work-related issues or concerns with your FWS supervisor.

**Confidentiality:**

In this federal work-study job, I understand that I may be exposed to extremely confidential, personal, and private information through various means. I agree to keep ALL information private and within this office at all times, unless otherwise instructed by my supervisor or other University employees.

Failure to abide by the above responsibilities and confidentiality guidelines can result in disciplinary warnings, and/or termination from the federal work-study program. Even a minor disclosure of information (sharing another student's class schedule, address, e-mail address, phone, etc.) may be considered a violation of confidentiality, and will result in penalties, including your termination from this job.

**I have read and understand my employment obligations regarding privacy, rights, responsibilities and confidentiality as stated above.**

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**Student Signature**

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**Date**