

**CALUMET COLLEGE OF SAINT JOSEPH**  
**OFFICE OF FINANCIAL AID**

**FEDERAL WORK STUDY CONFIDENTIALITY AGREEMENT**

As a student employee of Calumet College, I will have access to confidential information.

Confidential information can include student records and records pertaining to faculty and staff. This includes conversations, documents, contracts, computer files, staff meetings, presentations, e-mail or other forms of record keeping, observation and verbal or written communication. These records must not be disclosed to third parties.

By signing this agreement, I agree to not share or forward confidential information to any other person or organization that has not been previously approved by my supervisor. This includes not sharing my computer system access, not providing my computer system passwords and not providing unapproved access to department areas, buildings, or records.

Failure to comply with this confidentiality requirement can and may result in disciplinary action up to and including termination of employment, prohibition of future employment at the College, or other disciplinary sanctions.

I have read the above confidentiality agreement and understand my obligation to comply with its terms.

Name: \_\_\_\_\_

Last Name

First Name

Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor: \_\_\_\_\_

Last Name

First Name

Signature: \_\_\_\_\_ Date \_\_\_\_\_