

# STUDENT PRIVACY & CONFIDENTIALITY AGREEMENT

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

Everyone employed in the \_\_\_\_\_ may be exposed to, or have access to, **verbal and/or written information** which is sensitive and/or personal in nature.

It is imperative 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 termination of your employment with our department. The best guideline is to ask a member of our staff if you are in doubt about whether release of information is appropriate.

For more information regarding employee protection of data, please refer to the Administrative Practice Letter at <http://staticweb.maine.edu/wp-content/uploads/2013/08/VI-C-Employee-Protection-of-Data.pdf?ca0c38>

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Student Name

\_\_\_\_\_  
MaineStreet ID

\_\_\_\_\_  
Employer Signature

\_\_\_\_\_  
Date