



## Confidentiality Agreement

As a student employee at Concordia University Texas, I understand that I may have access and/or exposure to certain confidential or sensitive information, the disclosure of which is prohibited by the *Family Rights and Privacy Act of 1974*. Confidential information can include all information/materials/conversation provided to the employee by CTX, the staff or its clientele, and is to be used appropriately and only with proper employer authorization. No information or conversation should be shared outside of the workplace, regardless of the method of communication or information transmission. This confidentiality is to be maintained while an employee of CTX, and continues after employment with CTX has ended.

Concordia University Texas is committed to protecting every individual with whom it comes in contact against improper disclosure of information, therefore we require that all student employees sign this agreement.

### **Agreement:**

I understand that as a condition of my employment at Concordia University Texas that I will not communicate or reproduce any or all confidential or sensitive information, materials, or conversations that may become known to me during my employment. I am aware that any breach of confidentiality on my part may result in immediate termination of my employment. Further, I understand that any such breach of confidentiality may result in a letter of employment termination in my permanent CTX employment file, specifying the reason for termination. In addition, such breach may subject me to appropriate disciplinary proceedings under the CTX Code of Student Life and the University Information Technology Security Policy, including the Academic Honor Code. Should I have any questions about what information is defined as confidential or sensitive, I will seek clarification from my supervisor.

\_\_\_\_\_  
Student Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Copy of signed agreement to Employee and Supervisor.

Rev. February 2014