

COLORADO COLLEGE

Employee Confidentiality Agreement

Colorado College employees, including student employees, support a variety of College functions. Employees will, as part of their duties, need to access individual student information from various sources, including, but not limited to, the Registrar's records, student loan records, student financial records, personnel records, and academic records. With respect to these records and information, and all other confidential and proprietary Colorado College information and records, the employee has read, understands, and agrees to the following:

1. The employee acknowledges the confidentiality of all student and employee information and records and other confidential and proprietary Colorado College information and records. This information will not be revealed to or distributed to or discussed with anyone other than the appropriate, designated supervisor and other College officials as designated by the supervisor. The employee has also read, understood, and signed the Buckley Amendment.
2. The employee will not attempt to alter, change, modify, add, or delete student or employee record information or College documents unless specifically instructed to do so by the employee's supervisor or other College official.
3. The employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other College information.
4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor, and College policies and materials are considered property of Colorado College and not for public disclosure or use.

The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position and the College, and may further subject the employee to other disciplinary actions.

Employee/Student Name (Printed)

Employee/Student Signature

Date

Supervisor's Signature

Date