

Berklee College of Music
Office of Institutional Research and Assessment
Confidentiality Agreement

As a contractor for the Office of Institutional Research and Assessment, or any other office, department or program at Berklee, I may have access to sensitive or confidential information from public and/or private sources. This confidentiality agreement serves to verify that I have been made aware of the strict prohibition against inappropriate use of sensitive or confidential information.

Print Name

I understand that Berklee expects me to hold in confidence any information I may become privy to in the course of my work. I also understand that each office, department, or program in which I may work or volunteer has an obligation to protect any highly sensitive or confidential information it is given. Because this information is solely available to me as a result of my employment, I will not discuss, use, forward, print, copy, photograph, record or otherwise disseminate any confidential or sensitive information that is given, shown, or available to me, or otherwise comes to my attention, for purposes outside the legitimate scope of my work.

Examples of confidential information that I may become aware of during the course of my work for Berklee include, but are not limited to:

- Information regarding the financial circumstances, giving and payment records, or financial aid status of students, prospective students, employees, associates, donors, guests, and the family members of the aforementioned, as well as those of corporations and other organizations which have an established or potential financial relationship with Berklee.
- Information regarding the academic status or records of students, prospective students, alumni, employees, donors, associates, and guests of Berklee
- Information regarding the physical or mental health or personal affairs of any of the aforementioned individuals
- Information pertaining to Berklee's finances or budget, public relations plans or details, communications plans or details, or other internal or sensitive institutional information
- Information regarding access to electronic files of any kind, and information pertaining to intellectual property of any kind, written or unwritten

I am aware that the Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records, and that a violation of it could result in investigation, review, and adjudication by review board within the Department of Health, Education, and Welfare.

I further agree that during the term of my employment/association and following my separation with such employment/association, I will be bound by this agreement. I am aware that failure to abide by this agreement will result in the immediate dismissal from my position.

Signature

Printed Name

Date

This agreement of confidentiality is a product of Berklee and the office of Academic Affairs.