Rensselaer Polytechnic Institute

Student Worker Confidentiality Agreement

I understand and accept the following conditions and responsibilities of my student worker employment at Rensselaer Polytechnic Institute:

1. In the performance of my duties, I may gain access to sensitive or confidential information and records that may be protected from disclosure by federal or state law. Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). I understand that unauthorized disclosure of such protected information can adversely impact the Institute, individual persons, or affiliated organizations.
2. I shall treat ALL information accessible to me in the performance of my duties as protected information, regardless of its format (e.g., electronic, paper, oral), unless and until advised otherwise by my supervisor.
3. I shall use protected information for the sole purpose of performing my job duties. I shall not disclose protected information to ANYONE without prior authorization from my supervisor.
4. I shall not permit myself or any other person to copy or reproduce protected information other than what is required in the regular performance of my job duties.
5. I shall not use my student worker access permissions to alter, delete, or enter fraudulent information into any academic, financial, or other educational records pertaining to me or anyone else.
6. I shall immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.
7. I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through appropriate Institute judicial processes, discharge from employment, expulsion from Rensselaer Polytechnic Institute, and civil and criminal legal sanctions.

_____	_____	_____
Student Employee Name (Print)	Signature	Date

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Student RIN