

STUDENT ASSISTANT EMPLOYMENT CONFIDENTIALITY CONTRACT

Confidentiality Contract

Students employed in the SMCCCD and its colleges work in programs and offices that contain confidential records and information. Student employees are not to seek or use any such information other than that which is necessary to fulfill their assigned duties.

Student employees must not divulge or otherwise release confidential records or information in written or verbal form to anyone except the person of record, as positively identified with an official government issued picture identification, e.g., DMV issued identification or driver's license, passport. Student employees should request the assistance of a college staff member before releasing any confidential records or information, if at all possible.

Only with supervisory approval may confidential records or information be released to persons employed by the College for the purpose of assigned official college business.

I understand misuse confidential information and records will result in termination of my employment. Additionally, I fully understand that if I divulge or misuse confidential information I will be subject to disciplinary action by the College and will be liable to civil and criminal prosecution pursuant to federal and state laws and regulations.

Student Assistant's Name

Student Assistant's Signature

Date

Supervisor's Name

Supervisor's Signature

Date