

**CONFIDENTIALITY AGREEMENT**

**Instructions:**

*Students employed by the Office of Student Financial Aid Services must review and sign the Confidentiality Agreement each academic year. Completed forms are to be returned to the employee's immediate supervisor.*

**Employee Information:**

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
PeopleSoft ID

**Agreement**

Students employed by the Office of Student Financial Aid Services are subject to Federal Regulations (including FERPA), State of Connecticut, University of Connecticut, and Office of Student Financial Aid Services' Information Security Policies. In my acceptance of employment with the Office of Student Financial Aid Services, I understand that in my duties, I may have access to information about individual students, parents or statistical information about the University that is not available to the general public. I understand that I may be assigned login credentials to allow me to access this information. The use of such credentials outside of the workplace or for any reason other than official OSFAS business is strictly prohibited. By signing below, I indicate that I have read and understand this confidentiality agreement and agree to maintain the confidentiality of all such information. I further agree that at no time will I grant access to these credentials by providing someone else the password, and I therefore will be held responsible for all activity done using my individual OSFAS credentials.

I understand that pursuant to Public Act 98-142 and the State of Connecticut's "Electronic Monitoring Notice" the State reserves the right to monitor and/or log all activities without notice, and that all suspected violations of University Information Security policy will be investigated by the Office of Information Security and Privacy. In certain situations other University, State, or Federal representatives might be included in those investigations. Violations of the aforementioned Policies and Regulations and/or any breach of confidentiality (including any discussions about the workplace on Social Networking sites, e.g. Facebook, MySpace, Twitter, Blogs, or any other Internet related forum) will result in immediate termination and may also result in appropriate disciplinary measures in accordance with local, State, and Federal laws, as well as University Laws and By-Laws, General Rules of Conduct for All University Employees, and the University of Connecticut Student Conduct Code.

\_\_\_\_\_  
Student's Signature

Date

\_\_\_\_\_  
Supervisor's Signature

Date