



Southeastern Louisiana University

Confidentiality of Information

Student Worker Handbook
Part IV: Responsibilities and Duties of Student Workers
Section D. Confidentiality of Information

It is the policy of Southeastern Louisiana University to ensure that the operations, activities, and business affairs of the University and our students are kept confidential to the greatest possible extent. If during the course of employment, student workers acquire confidential information about the University, its employees, or students, such information is to be handled in strict confidence and not to be discussed with others. In addition, student workers should not discuss departmental issues with anyone outside of the department, nor remove files or other materials from the work place. All student employees should sign a confidentiality statement acknowledging responsibility to respect the confidentiality of university, employee, and student information.

SOUTHEASTERN LOUISIANA UNIVERSITY STATEMENT OF CONFIDENTIALITY

As an employee of the _____, I understand that some of my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of student, parents or department records, to follow office procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

I further understand that if I am found acting indiscreet with confidential material or not protecting privacy of a student, parent or others through my actions, I will be dismissed from my job immediately. I understand this action to be necessary in order to maintain high professional standards of the office and integrity of the University.

Signature of Student Employee

Date

Signature of Supervisor

Date