FURMAN UNIVERSITY

STATEMENT OF CONFIDENTIALITY

Furman University student employees support a variety of University functions. Student employees may, as part of their duties, need to access confidential individual information from various sources including, but not limited to, financial aid, tax, credit, bank, loan, personnel and academic records, and other information protected by the Family Educational Rights and Privacy Act of 1974 (FERPA). With respect to these records and information, and all other confidential property, all University student employees are required to read and agree to the following:

The student employee acknowledges the confidentiality of all student, alumni, donor and employee information of Furman University and understands this information will not be revealed to, distributed to or discussed with anyone other than the appropriate supervisor. The student employee will not attempt to alter, change, modify, add, or delete student or employee record information or University documents.

The student employee will access only the information specified and authorized by the supervisor. Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by the supervisor. Furman University policies and materials are considered property of Furman University and not for public disclosure or use.

The student employee understands failure to abide fully by the above agreement is grounds for immediate discipline, up to and including dismissal from the work position and the University, and may further subject the employee to other disciplinary actions.

___________________________________________
Printed Name

___________________________________________
Signature

___________________________________________
Date