



## **WORK STUDY EMPLOYEE CONFIDENTIALITY AGREEMENT**

*As a work study employee at Paine College, I understand that I may have access to files containing information which includes but is not limited to confidentiality issues regarding employees, students and others, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I agree to maintain the confidentiality and privacy of any information to which I may be exposed, either verbally or written. I understand that violation of this Agreement may subject me to possible disciplinary action, including termination of employment.*

SSN: \_\_\_\_\_ ID#: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_