

CONFIDENTIALITY STATEMENT

I, _____, do willingly promise to hold in confidence all matters that come to my attention while working as an employee. This promise of confidentiality applies both during my employment and after my employment is terminated. I will not divulge in any way, any information learned about individual students, prospective students, groups of students, staff, or any other information which could be seen to be private that is not specified herein. Holding in confidence includes not divulging in any format and not conducting communications that are legitimate but that might be overheard by others.

If a problem or concern arises, I will contact my supervisor or their designate for assistance. If I choose to break this statement of confidentiality, I am aware I will be terminated from my position.

Signed: _____

Witnessed: _____

Date: _____