

Student Employee Confidentiality Agreement

Executing this agreement and complying with all of the promises made and obligations imposed below are conditions of receiving authorization for access to any information maintained by Texas State University.

I understand that, as part of my employment by Texas State University, I may have access to certain sensitive or confidential information such as student education records that are confidential under the Family Education Rights and Privacy Act (FERPA) and records excepted from disclosure by the Texas Public Information Act. As a condition of my employment, I agree that any information [i.e. printed, electronic, verbal, etc.] I obtain while performing my job duties is confidential (Confidential Information). I understand that Confidential Information includes all information maintained on computers, kept in files or otherwise made available to me that I work on or process as part of my job duties.

I also agree that any disclosure of, unauthorized use of, or unauthorized access to the Confidential Information may result in disciplinary action that may include my termination from employment. I undertake the following obligations with respect to Confidential Information:

- To use Confidential Information for the sole purpose of performing my job;
- Not to disclose any Confidential Information to any person, except in direct connection with the performance of my job and as allowed under the law;
- Not to copy or reproduce, or permit any other person to copy or reproduce any Confidential Information other than in the regular course of the job duties I am authorized and requested to perform;
- To comply strictly with all the department and university policies regarding security of the Confidential Information; and
- To report immediately to my department supervisor any unauthorized use, duplication, disclosure, or dissemination of Confidential Information by any person, including myself.

Employee Name	Signature	Date
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Supervisor Name	Signature	Date
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