

**AGREEMENT BY STUDENT EMPLOYEE TO MAINTAIN CONFIDENTIALITY AND
PRIVACY OF RECORDS PERTAINING TO STUDENTS, FACULTY, STAFF AND
SAINT MARY'S COLLEGE OF CALIFORNIA**

I, _____ (print name), understand that in my capacity as a student employee at Saint Mary's College of California ("Saint Mary's"), whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to Saint Mary's generally. I understand that under federal law and Saint Mary's policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Saint Mary's. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from Saint Mary's.

Signature

Date