



## **Confidentiality Agreement**

I acknowledge that as an employee of Manhattanville University, and in the course of my work, I may see, become aware of, develop, maintain, or revise confidential material. This material may include information not otherwise available to persons or firms outside of Manhattanville as well as student records and confidential financial data or other non-public proprietary University information.

I understand that I may not divulge, publish report, disclose or reveal any such information obtained while working or having worked at Manhattanville to any person, firm or corporation outside of the University.

It is also understood that having access to written documents, electronic files, student educational or financial records, and employee information allows me to only use the access to obtain information to effectively and efficiently conduct business.

Student information is protected by the Family Educational Rights and Privacy Act (FERPA). I understand that disclosing student information without the proper authorization may violate the Family Educational Rights and Privacy Act and other federal and state laws that protect confidentiality of information, which can subject me or the institution to civil or criminal liability.

Student employees are not allowed to use their personal computers to conduct Manhattanville business and may not access Manhattanville business software from their personal computers.

I further understand that upon separation of employment from Manhattanville University I will surrender to Manhattanville, all notes, data, manuals, documents, records, memoranda, financial reports, equipment, etc. relating to or acquired by me during my employment.

Any breach of confidentiality is a serious offense and could result in serious disciplinary action, up to termination and legal proceedings.

My signature signifies my agreement to the terms as stated above and my acknowledgement of receiving of a copy of this agreement.

Signature:

Print Name:  
Date: