AGREEMENT BY STUDENT EMPLOYEE TO
MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS
PERTAINING TO STUDENTS, FACULTY AND STAFF

I understand that in my capacity as a student employee at a college of The
City University of New York, whether as a full-time, part-time, work-study student
or otherwise, I may have access to confidential and private records of students,
faculty, staff, and applicants for admission or employment. I understand that I am
not permitted to discuss or share this information with other students, friends,
family, or other employees. I understand that under the policies of The City
University of New York, as well as Federal and State privacy laws, these records are
protected from disclosure to third parties unless pursuant to narrow exceptions.
Student records in particular are protected by The City University’s Student
Records Access Policy and the United States Family Educational Rights and Privacy
Act (also known as “FERPA” and the “Buckley Amendment”).

I understand that if as part of my job responsibilities I am supposed to release
information regarding students, faculty, staff, or applicants for admission or
employment, I will receive specific written instructions from my college supervisor.
I understand that I must ask my college supervisor for instructions if I have any
questions about the release of information regarding any student, faculty or staff
member, or applicant.

I agree to maintain the confidentiality and privacy of all records of
students, faculty, staff, and applicants, during and after the period of my
employment. I shall not, directly or indirectly, communicate to any person other
than my supervisor or his or her superiors, or an individual approved my
supervisor, any information concerning such records. I understand that any such
prohibited disclosure may be grounds for termination of my employment, denial
of future employment, and possible student disciplinary action including
suspension or expulsion.

Signature_________________________  Print Name______________________________

Date: __________________________