



Student Employment Confidentiality Agreement

I, as a student employee of Southeastern Bible College, agree to adhere to the policies and procedures related to information security and confidentiality. The *Family Rights and Privacy Act of 1974* requires that access to, viewing of, and use of information relative to students be strictly limited to persons having a “legitimate educational interest” and such information must be used solely for that purpose. All information processed through College computers and systems is considered sensitive and/or confidential. Any information, *written or verbal*, to which I may be exposed should be used on a “need to know” basis for authorized purposes only. I understand that failure to abide by this agreement could constitute just cause for disciplinary action (i.e. revoking computer privileges, termination of employment).

Employee Name (Print)

Employee Signature

Date

Please return signed form to the Office of Financial Aid