



Student Confidentiality

Welcome to the Work Based Learning,

In order for you to be successful in linking your learning in a real-world experience, you will need to follow the guidelines below and work hard to achieve and maintain these qualities.

I promise to:

- Understand that it is my legal and ethical responsibility to maintain the confidentiality of all clientele, participant or employee Records, Employee Information, Financial Information, Proprietary Information.
- Agree not to disclose any such information or records to any person, without proper authorization.
- Agree to discuss confidentiality information only in the work place and only for job related purposes, and to refrain from discussing this information outside of the work place or within the hearing of other people who do not have a need to know about the information.
- Understand that the law specially protects individual's information regarding criminal history, psychiatric and drug/alcohol abuse records, and that unauthorized release of such information may make me subject to legal action and/or disciplinary action.
- Understand as an employee of an office that has access to record in hard copy or computer information systems or any other source; that I am required to maintain this information in a confidential manner. The unauthorized access to modification, deletions or disclosure of information in any such system may compromise the integrity of the system or otherwise violate individual rights of privacy may make me subject to legal action and/or disciplinary action.
- I agree to report any breach of confidentiality to my supervisor immediately.
- Understand that violation of any portion of the policies and procedures related to confidentiality of clientele, participant or employee records or any violation of federal regulations governing the individual right to privacy may result in immediate termination.

I agree to these expectations and will do my best to uphold them.

Student Signature

Date