

Confidentiality Agreement

Student Employees at Maine Maritime Academy

Maine Maritime Academy requires student workers to keep any information received or overheard at work strictly confidential. They are not to discuss any communications that they have participated in, facilitated, or overheard in the course of their duties, especially in the presence of others to whom this confidentiality agreement does not apply.

The privacy and security of information about individuals associated with Maine Maritime Academy must remain confidential and secure. The Academy is subject to federal and state laws (e.g., Family Educational Rights and Privacy Act of 1974 as amended, FERPA, Health Information Portability and Accountability Act, HIPAA, Gramm-Leach-Bliley Act of 1999, and the USA Patriot Act), which may require specific procedures for the protection of the confidentiality of information. In my capacity as a student worker for Accessibility Services or the Center for Student Success, I may need to handle information to which one or more of these statutes and regulations applies. The following agreement defines my responsibilities as I work with any information that is private or confidential.

My signature below indicates that I understand and agree to the following:

I acknowledge that in the course of my work activities I may have access to documents, data, or other information, some or all of which may be confidential and/or privileged from disclosure whether or not labeled or identified as "confidential." I must handle confidential information in a secure manner, such that unauthorized individuals cannot view it by computer screen access, file access, or in printed form. I am responsible for any computer access to all data and for keeping these data confidential and secure.

Further, to ensure the confidentiality and security of data, I will:

- Be responsible for the security of my user sign-on and password(s).
- Use a screen saver when my computer is on and is not in use.
- Log off when I am finished with my computer sessions.
- Keep all relevant paper documents in a secure place when not in use.
- Shred or return all relevant paper documents when no longer needed, in accordance with Academy policy.

I shall not, directly or indirectly use, publish, discuss, disseminate, or otherwise disclose confidential or private information to any third party, except as required by my work. I shall also not use for personal gain any confidential or private information acquired in the course of my work at Maine Maritime Academy.

I understand these statements and agree to comply with all of them. Failure to comply with these job responsibilities or to maintain the confidentiality of communications will result in the loss of my position as a student worker, and may result in disciplinary action in the event of a breach of confidentiality.

Name: _____

(Please Print Clearly)

Signature: _____

Date: _____