

DARTMOUTH

STUDENT EMPLOYEE CONFIDENTIALITY AGREEMENT

I understand that in the course of my employment with the College I may become aware of or in possession of confidential information about my fellow students, the staff or faculty of Dartmouth College, or the College's processes and other sensitive information and data.

I understand that it is the College's responsibility, and therefore my responsibility, to ensure that the confidential data is only accessed by those individuals who are required to maintain, process, and/or administer such data for the benefit of those individuals.

I understand that I may ONLY access this data, both on-line and in hardcopy form, for legitimate business purposes as required to perform the duties of my job.

I understand that I may not access any information just because I have a personal interest in the information, no matter how apparently benign the information, or regardless of whether this information will be shared with anyone else.

I understand that even if I have properly obtained information during the course of performing my job, I may not share this information with anyone, including those in this department, even though these individuals may also have access to the same information, unless the sharing of such information is necessary to complete a legitimate business function.

I hereby acknowledge that I have read and understood this document and agree to uphold the standards, as well as standards required by federal and state law, to the best of my knowledge, in conducting the business of this department.

I understand and acknowledge that any violation of this duty or of this Agreement, however slight, may result in the immediate termination of my employment and/or disciplinary action through the Office of Community Standards and Accountability.

Student employee signature

Printed name

Date

Student employee supervisor