



Middlebury

Human Resources  
75 Shannon Street, Suite 100  
Middlebury, VT 05753  
802.443.5465

## Human Resources Confidentiality Agreement

All student employees with access records or documents which contain confidential information are responsible for maintaining the integrity and confidentiality of those records.

The policy set out below must be adhered to without exception. Employees of Middlebury College who have access to confidential information are:

1. Not to make or permit unauthorized access to this information
2. Not to release confidential information to any person except those authorized by their supervisor(s)
3. Not to make personal use of confidential information which has come to them in the conduct of their duties
4. Not to remove any official record from the office where it is kept, except in the performance of their duties (this includes originals and photocopies of any documents)
5. To report any violations of the integrity or confidentiality of any records or documents to their supervisor(s)

Please read and sign the statement below.

I have read and understood and will adhere to the above policy. I further understand that a breach of confidentiality may result in disciplinary measures, up to and including termination.

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Student Employee Signature

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Witness Signature

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Student ID#

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Witness Name (printed)

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Student Position Title

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Date