

## **Confidentiality**

When working on campus, your student employees may have access to confidential information about other students, employees, or the university. It is strongly suggested that students be required to sign a confidentiality agreement which states that they may not share or disclose this information under any circumstances. A sample agreement which you may use is available in the Forms section of this website. Disclosing confidential information can be hurtful and irresponsible, and is grounds for immediate dismissal from the position. Confidential information is any information that students would not have access to if not for a campus position. For more information on developing a confidentiality agreement or policy, contact Pati Kravetz, Associate Director for Experiential Learning and Student Employment, at [pk13@andrew.cmu.edu](mailto:pk13@andrew.cmu.edu).