**Student Employee**

**Confidentiality Policy**

**General Information of Confidentiality and Privacy for**

**Student Employees at the University of Maine**

Everyone employed in this office/ department may be exposed to, or have access to, *verbal and/or written information* which is *sensitive and personal in nature*.

We must all be absolutely certain that no information regarding an individual student, family, or employee is discussed with anyone outside of the office without written consent of the person or persons involved. Unauthorized release of confidential information is a violation of laws regarding individual and family rights to privacy.

Discussion about private information outside of the office can result in embarrassment to the individual and the university. Such discussions are inappropriate. The best guideline is to ask a member of our staff if you are in doubt about whether release of information is appropriate. If someone persists in seeking information, refer them to one of our staff members.

Violation of confidentiality can result in termination of your employment with our department.

***I understand and agree to abide by the rules as stated above.***

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*Employee Full Name (Printed)*

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*Employee Signature Date*

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*Supervisor Signature Date*