

# POINT PARK UNIVERSITY

Student Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

## Confidentiality Statement

As a student employee in the above named department of Point Park University, it is expected that you maintain the confidentiality of all persons related to the University.

Confidential materials that you may come in contact with must remain in your department unless otherwise directed by your supervisor. Confidential materials include but are not limited to: student records, parent records, financial statements, grades, teacher's records, University employee records and student employee documents. A student employee is expected to maintain professionalism by ensuring that all these materials remain confidential.

If there is a possibility of a confidentiality problem, the student employee must make their direct supervisor aware immediately.

If it is found that a student employee has knowingly broken the confidentiality of the department or related individual, action will be taken up to and possibly including termination from that department. This will be reported to the Coordinator of Student Employment in the Human Resource Office and to the Senior Director of the Student Service Center.

*I read, understand and agree with the above confidentiality statement. I acknowledge my duties as a student employee of Point Park University.*

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Copy to Student  
Copy to Supervisor File*