



The University of Texas at Arlington collects, stores, and distributes large amounts of information essential to the performance of University business. This information represents a valuable University asset. While all University information should be kept confidential to the extent possible, a significant portion of our information is protected by state and federal laws. To comply with these laws and protect the University community, the University has the right and obligation to protect, manage, secure, and control information (whether in hard copy or stored as electronic data) in its possession.

I understand that as a student employee I may have access to confidential information possessed by the University, including information about students, parents, faculty and staff. I agree to maintain the absolute confidentiality of all such information and I understand and accept the following conditions and responsibilities of my student worker employment at The University of Texas at Arlington:

1. In the performance of my duties, I may gain access to sensitive or confidential information (manual and automated) and records that may be protected from disclosure by federal or state law (“Protected Information”). Examples include education records protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and employee records that are protected from disclosure under the Texas Public Information Act. I understand that unauthorized disclosure of such Protected Information can adversely impact the University, individual persons, or affiliated organizations.
2. I will treat ALL information accessible to me in the performance of my duties as Protected Information, regardless of its format (manual or automated information and records systems).
3. I will use Protected Information for the sole purpose of performing my job duties. I will not disclose Protected Information to ANYONE without prior authorization from my supervisor.
4. I will not permit myself or any other person to copy or reproduce Protected Information other than what is required in the regular performance of my job duties.
5. I will not use my student worker access permissions to alter, delete, or enter fraudulent Information into any academic, financial, or other educational records pertaining to myself or any other person.
6. I will immediately report to my supervisor any unauthorized use, duplication, or disclosure of Protected Information by myself or others.
7. I will read and comply with all University and The University of Texas System policies related to the security and privacy of University information resources, including but limited to:
  - a. Information Resources Acceptable Use and Security Policy Agreement – [Policy IT-PO3](#),
  - b. Information Resources Use and Security Policy – [UTS 165](#).
  - c. Educational Records (FERPA) – [Policy GA-LA-PO3](#).
  - d. Confidentiality and Security of Education Records Subject to the Family Educational Rights and Privacy Act (FERPA) – [Regent’s Rule 50702](#).

8. In the event I have computer access to databases containing confidential information, the UserID and password will be used solely in connection with the performance of my authorized job function. I will take all necessary steps to prevent anyone from gaining knowledge of my password. The use of these unique codes by anyone other than me is prohibited. If I know or suspect that someone other than myself has gained access to my UserID and/or password, I will immediately alert my supervisor and change my password. I will sign off each time I leave the terminal to ensure the security of my password and the information.
  
9. In the event I have a job which requires me to deal with the public (i.e., answering phones, responding to questions, etc.) I will receive explicit instructions from my supervisor on the information I am permitted to provide and the information I am prohibited from providing.

I understand that any failure to adhere to one or more of the above listed conditions and responsibilities will subject me to disciplinary action that may result in prosecution through the Office of Student Conduct, appropriate University judicial processes, discharge from employment, expulsion from the University, and civil and criminal legal sanctions.

I have read and understand this Confidentiality Agreement and agree to comply. I understand its terms and its legal effect.

\_\_\_\_\_  
**Student Employee Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**