



Cornell University Student Employee Confidentiality Agreement

Cornell University student employees, support a variety of University functions. Student employees may, as part of their duties, need to access individual student or employee information from various sources, including, but not limited to, the Registrar’s records, student loan records, student financial records, personnel records, and academic records. With respect to these records and information, and all other confidential and proprietary Cornell University information and records, the employee has read, understands, and agrees to the following:

1. I acknowledge the confidentiality of all student and employee information and records and other confidential and proprietary Cornell University information and records. This information will not be revealed to or distributed to or discussed with anyone other than the appropriate, designated supervisor and other University officials as designated by the supervisor. If I have access to student records, as part of my job duties, then I have also read and understand the attached [Family Education and Privacy Act of 1974 \(FERPA\)](#) guidance and the [Cornell University Access to Student Information, Policy 4.5](#). In my role as a student employee, I understand that I am designated as a “school official” under Cornell policy.
2. I will not attempt to alter, change, modify, add, or delete student or employee record information or University documents unless specifically instructed to do so by my supervisor or other University official.
3. I will access only the information specified and authorized by my supervisor(s). Access to information should be through normal office procedures for obtaining specific access to the information in written documents, computer files, student records, or other University information.
4. All procedures, creative work, written documents, records, and computer programs are created and documented according to standards set by my supervisor, and University policies and materials are considered property of Cornell University and not for public disclosure or use.

I understand that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including dismissal from the work position, and may further subject me to other disciplinary actions including dismissal from Cornell University.

Student Printed Name

Date

Student Signature

Employee ID #

Supervisor Signature

Date