



**AGREEMENT BY WESLEYAN UNIVERSITY EMPLOYEE TO
MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS
PERTAINING TO STUDENTS, FACULTY AND STAFF**

I, _____ (print name), understand that in my capacity as an employee at Wesleyan University, whether full-time, part-time, student or otherwise, I may have access to confidential and private records of students, faculty and staff and/or records pertaining to the university. I understand that, under federal law and or university policy, student, staff and faculty records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my periods(s) of employment at Wesleyan. I shall not, directly or indirectly, communicate to any person other than my supervisor, or an individual approved by my supervisor, any information concerning such records. I understand that any such disclosure may be grounds for termination, prohibition of future employment and/or for dismissal from Wesleyan.

Signature

Date

Please provide a copy to the employee and maintain original in the department's files.

Wesleyan Gramm Leach Bliley Web Page:
<http://www.wesleyan.edu/its/policies/glb.html>