Employee Confidentiality Agreement

Aurora University employees, including Faculty, Staff, and Student employees, support a variety of University functions. Employees will, as part of their duties, need to access individual student 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 Aurora University information and records, the employee has read, understands, and agrees to the following:

1. The employee acknowledges the confidentiality of all student and employee information and records and other confidential and proprietary Aurora 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 President, Registrar, or Director of Human Resources.

2. The employee 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 the employee's supervisor or other University official.

3. The employee will access only the information specified and authorized by the supervisor. 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. The employee understands that failure to abide fully by the above agreements is grounds for immediate discipline, up to and including termination of employment, and may further subject a student employee to other disciplinary actions.

Employee/Student Name (Printed)_____

Employee/Student Signature Date_____

Supervisor/Human Resources Signature Date_____