

BOSTON COLLEGE - STUDENT EMPLOYEE/INTERN
STATEMENT OF CONFIDENTIALITY

As an employee or intern of Boston College (BC) whose responsibilities require interaction with various University information systems, I understand that I may be provided with direct access to confidential and internal use only data. In the interest of maintaining the integrity of these systems and of ensuring the security and proper use of University resources, I will:

- Read the University’s Data Security Policy at www.bc.edu/datasecuritypolicy
- Assume that any data not clearly “public” in nature is “internal use only” or “confidential,” and not to be shared without permission from BC management.
- Not use non-public information for any personal gain, or provide such information to any individuals, publications, or entities that may lead to the detriment of Boston College during or subsequent to my employment.
- Treat all student records in accordance with the Family Educational Rights and Privacy Act (FERPA) and BC’s FERPA policy at www.bc.edu/ferpa, which I have read.
- Maintain the confidentiality of my password(s) for all systems to which I have access.
- Maintain in strictest confidence the data to which I have access. The information viewed will not be shared in any manner with others who are unauthorized to view such data.
- Use my access to the University’s non-student systems (or administrative access to student systems) for the sole purpose of conducting official business of the University. I understand that the use of these systems and their data for personal purposes is prohibited.
- Access only the information needed to perform my job, and never access BC information for personal or other purposes.

I understand that any abuse of my access to the University’s systems and their data, any illegal use or copying of software, or any misuse of the University’s equipment may result in disciplinary action, loss of access to the University’s systems, and possible sanctions up to and including dismissal from the University per the Technological Use Policy and the Data Security Policy.

I have read and understood the aforementioned Statement of Confidentiality for student employees and interns and agree to abide by it.

Signature Date

Name (Please Print)

Witnessed by:

Signature Date

Name (Please Print)