



Statement of Agreement to Adhere to Confidentiality Policies (09)

As an employee of Citrus Community College District, you might have access to confidential information regarding students, faculty, and staff. **All information regarding student records as well as information you are told or overhear concerning employees or students is confidential and must not be shared outside the office.**

Respect everyone's rights by not sharing information learned in the workplace. Protect others as you would wish to be protected if the information being disclosed was about you.

Statement of Understanding and Agreement

I understand that by the virtue of my employment with Citrus Community College District, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful unauthorized disclosure also violates the District's policy and could constitute just cause for disciplinary action.

I will not divulge any information I may acquire, whether from files, conversations between staff members, or any other sources to which I may be exposed in the execution of my duties.

I will not change, update, or delete any of my records, nor will I access, change, update, or delete records of any other student except as required to fulfill the duties of my employment position.

Employee's Printed Name _____

Department _____ Job Title _____

Employee's Signature _____

Date _____