



# Kentucky Wesleyan College Employee/Volunteer Confidentiality Agreement

It is the obligation and policy of Kentucky Wesleyan College to maintain the confidentiality of all student information and other sensitive and/or confidential organizational information.

1. Student information shall not be revealed to anyone without proper written and signed authorization from the student, guardian, or as otherwise allowed by law.
2. Sensitive organizational information shall not be revealed to anyone without the written permission of the President unless allowed by law.
3. Computer access codes and information stored in computers shall not be disclosed by employees/volunteers for any reason.

I understand that any violations of this policy may be grounds for termination.

\_\_\_\_\_  
Print Name of Employee/Volunteer

\_\_\_\_\_  
Signature of Employee/Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name of Witness/Supervisor

\_\_\_\_\_  
Signature of Witness/Supervisor

\_\_\_\_\_  
Date