

SUNY Ulster Financial Aid Office
Vanderlyn 105
Stone Ridge, NY 12484
Phone: 845-687-5058, Fax: 845-687-5172

STUDENT WORKER CONFIDENTIALITY AGREEMENT

The student worker at SUNY Ulster supports administrative functions. The person in this position will have occasion to access individual student information from various sources, including the BANNER system. With respect to this student information and to any other proprietary SUNY Ulster information, the student has read, understands, and agrees to the following:

1. The student worker acknowledges the confidentiality of student information and SUNY Ulster proprietary information. Student information will not be distributed or discussed with anyone other than the worker's supervisor or employees of the College as designated by the student worker's supervisor. The student has read the reference to confidentiality and the Buckley Amendment (FERPA).
2. The student worker will not attempt to alter, change, add or delete student record information of College documents, unless specific instruction to do so is provided to the student worker by the worker's supervisor.
3. The student worker will access only that information specified by the student worker's supervisor. Access to information will be granted through the normal procedures for obtaining specific access to the information in written documents, computer files, student records, or other College proprietary information.
4. All procedures, creative work, written documentation and computer programs are considered to be the property of SUNY Ulster.

The student worker understands that failure to abide by the above contract is grounds for immediate dismissal from the work position, and may further subject the student to disciplinary action.

Student Name (print)

Department/Office

Student's Signature & Date

Supervisor's Signature & Date