LEC Employee Confidentiality Statement

As an employee of the Learning Enhancement Center as a Tutor or Center Supervisor and/or as a Supplemental Program Instructor, I understand that I may have access to confidential information such as grades, student records, test results, student progress in class, and similar data. I am aware that I may receive verbal or written communication with my supervisor, course instructor, or other students concerning course grades which should be kept confidential.

I also understand that employment at the LEC as a Tutor or Center Supervisor or as a Supplemental Program Instructor means that I am responsible for preserving the confidentiality of this information per the Family Education Rights and Privacy Act. Failure to adhere to these guidelines is grounds for termination of my employment.

I have read the above employee confidentiality statement and understand and accept the responsibility to preserve the confidentiality of privileged information.

Employee signature__________________________

Date____________________________________