Student Employment Program - Virginia Commonwealth University School of the Arts in Qatar

STUDENT ACKNOWLEDGMENT OF CONFIDENTIALITY

- As a student employee, intern, and/or volunteer at Virginia Commonwealth University in Qatar, I understand that I will be working with sensitive and confidential information.
- I understand that what I learn in this office about university students and university business must remain in this office and is not to be discussed with anyone else, including the student involved. Discussions in the office must be limited to business purposes only.
- I also understand that I cannot access confidential information for any reason other than for that what I have been asked to do by my supervisor.
- I understand that alteration or misuse of university identification cards, records, documents, or computer data is not acceptable and I could be charged with lying and/or stealing under the Honor Code.
- I understand that I am potentially subjecting the University to litigation for violation of the Family Educational Rights and Privacy Act if I break the confidentiality of this office. If I violate any of the above, I will be held accountable by the University Student Conduct system for failure to comply with directions of a College official. I understand that I may be subject to dismissal from my position if I have violated any of the above. (Details regarding the Student Conduct Code and Honor Code are available on the university's official website found below.)
- I understand that my personal and contact information may be shared by VCUarts Qatar with Education City and Qatar Foundation entities for the purpose of processing payments.

By signing this form, you give your affirmative consent for the VCUarts Qatar to take necessary actions as described above. For more information on student conduct privacy rights, please visit:

http://go.vcu.edu/ferpa.
http://www.students.vcu.edu/studentconduct/

_____   _____
Student Full Name / V number   Student's Signature / Date

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Supervisor's Signature / Date