



**Office of Human Resources & Equal Opportunity**

**CONFIDENTIALITY STATEMENT FOR STUDENT WORKERS**

Coastal Carolina University student workers are entrusted with information of a confidential nature and should not reveal such information to others without proper authorization. The unauthorized release of confidential information from files, optical disc imaging system, electronic data, computer usage, network, the internet, conversations, personal observations, or knowledge is a violation of the Code of Student Conduct and may result in disciplinary action up to and including termination. Information regarding faculty, staff, students, or a student's situation, is not to be shared, acknowledged, discussed, or spoken of in any manner without proper authorization.

I acknowledge and understand the University's confidentiality policy described above, as well as the Code of Student Conduct contained in the Coastal Carolina University Student Handbook. I am aware that I may have access to information that is strictly confidential and that I will handle and retain information in a secure work area, free from view of others, at all times, while in my possession.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE