

# Confidentiality Agreement

Employee Name: \_\_\_\_\_

Employee ID: \_\_\_\_\_

The undersigned Employee, for and in consideration of employment with the Lee College District, does hereby acknowledge and agree as follows:

- That during the term of employment, Employee will be dealing with confidential information, student records, personnel records, and other documents which are the Employer's records and property. In particular, some employees will have access to and be dealing with such confidential matters in connection with his or her work as records clerk or records custodian. Employee agrees not to disclose to anyone, directly or indirectly, any of such confidential matters, or use them other than in the course of employment. All documents, specifically those that Employee prepares or confidential information that might be given to employee in the course of employment, are the exclusive property of the Lee College District and shall remain in the District's possession on the premises.
- That access to student records and certain other records of the institution are governed by the provisions of The Family Education Rights and Privacy Act of 1974 (20 U. S. C. A. 1232g) and by Article 6252-17A of Vernon's Annotated Texas Statutes. Article 6252-17A of Vernon's Annotated Texas Statutes designates the president of the College District as the custodian of public records, and the undersigned Employee agrees to consult with such custodian or the designated representative of such custodian before the RELEASE of any college records or confidential information.
- That the custodian of records will prepare and distribute written policies and procedures regarding the release of information and the undersigned Employee agrees to follow such policies and procedures.
- That the failure of the Employee to comply with this agreement of release of information or the failure to follow policies and procedures implemented by the custodian of records may result in termination of employment or such other disciplinary measures as the custodian of records may deem appropriate.
- That by the execution of this agreement Employee certifies that the Employee has reviewed the provisions of [The Family Educational Rights and Privacy Act of 1974](#) as amended and [Article 6252-17A of Vernon's Annotated Texas Statutes](#) as amended, together with the [written policies and procedures the of Lee College District](#) regarding the release of college records and information and is familiar with such restrictions on the release of records and information.

I have read the above information and agree to comply with the Confidentiality Agreement above regarding sensitive information while working for the Lee College District.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_