CONFIDENTIALITY AGREEMENT FOR REMOTE WORK - Office of _____

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I acknowledge that as an employee of _____, I am obligated to keep student records confidentiality in accordance with FERPA.

Working remotely does not relieve me of any of those confidentiality obligations.

If I am discussing confidential matters over the telephone, I will ensure that no one can overhear the conversation, including but not limited to, members of my household, neighbors, and members of the public at large. Therefore, I will not carry on confidential phone calls in non-private settings.

I will also ensure that any equipment I am using from a remote location is secure as per Fordham's Acceptable Uses of IT Infrastructure and Resources Policy.

Acknowledged: _____

Dated: _____

If sent back electronically – the employee may sign above and scan back or copy and paste this entire document into an email, fill out their name and date below and send to their supervisor.

My printed name below constitutes my electronic acknowledgement and signature to the sender and should be treated as my consent, approval, and/or agreement with the subject matter of the email to the same extent as my physical signature.

Name: _____

Date: _____