



**EMPLOYEE/STUDENT RECORD PRIVACY AND CONFIDENTIALITY
AGREEMENT**

As part of my employment responsibilities with the San Jose/Evergreen Community College District, (hereafter known as “the District”) through my access to the computer system and the Datatel Colleague software system, I am able to see personal information regarding students and/or employees of the District. Such information may include, but may not be limited to, name, address and contact information. The information to which I have access may be protected by Privacy Laws and is regarded as confidential by the District.

By signing this Privacy and Confidentiality Agreement, I agree that I will protect the privacy of employee and/or student records and will prevent inappropriate or unnecessary disclosure of such records. I will collect and retain only such personal information as is needed to effectively conduct District business, and will handle such information in a secure, confidential and appropriate manner, in accordance with relevant laws, regulations, policies and procedures. This agreement will be placed in my personnel file.

Employee Name (Print) Department

Employee Signature Date

Witness Date

Witness Name (Print) Department