



CONFIDENTIALITY AGREEMENT

It is the policy of Miami Dade College Foundation that information regarding students, alumni, faculty, staff and other constituents be considered and handled with discretion and confidentiality. This is to ensure that all relevant Family Educational Rights and Privacy Act (FERPA) policies are adhered to and that the privacy and rights of members of the Miami Dade College Foundation community be respected.

As an employee, consultant, or volunteer of the Miami Dade College Foundation, you are required to accept responsibility for maintaining confidentiality regarding any information that may be available to you for purposes of your work and/or fulfillment of assigned tasks. This information pertains to all students, faculty or staff of Miami Dade College Foundation. Therefore, we require that you sign the statement below in acknowledgment of the confidentiality you are being asked to uphold.

I, _____, agree that I will maintain the utmost and strictest confidentiality with regard to the information that I am exposed to in my interaction with the Miami Dade College Foundation, whether this information be in hardcopy, electronic, audio or visual formats. I understand that should I breach this agreement, I may be subject to punitive measures up to and including termination from employment at Miami Dade College Foundation.

Employee/Volunteer/Consultant Signature

Date (MM/DD/YYYY)

Supervisor Signature

Date (MM/DD/YYYY)