

## CONFIDENTIALITY AGREEMENT

I, \_\_\_\_\_ [temp or student-employee name], hereby agree to preserve the confidentiality of any and all records that I view or have access to during the course of my employment with the North Carolina State University \_\_\_\_\_ [office or department name]. I understand that records may be confidential by virtue of the state personnel file privacy law (G.S. 126-22 *et seq.*), the Family Educational Rights and Privacy Act (20 U.S.C. 1232g), and other laws. Under these privacy laws, I may not disclose information about either University employees or University students, unless I am certain that a provision of the law allows disclosure in particular circumstances. Nor may I disclose Social Security Numbers and personal identifying information defined in G.S. 132-1.10, computer passwords, bank account numbers, and other sensitive information.

If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with my supervisor (who in turn may consult with the Office of Legal Affairs) before disclosing any information.

This agreement is given in consideration for my continued employment at the NC State \_\_\_\_\_ [office or department name]. The terms of this agreement remain in effect during and after my employment with the \_\_\_\_\_ [office or department name].

### ACCEPTANCE OF TEMPORARY EMPLOYMENT TERMS

I am not available for or seeking permanent employment with North Carolina State University because I am:

- An NC State student; I understand that it is my responsibility to notify my supervisor if my status as a student changes.
- A retiree receiving retirement income and/or social security benefits.
- Other \_\_\_\_\_

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**\*\*I also understand that as a temporary employee, I will not receive retirement credit, leave benefits, health insurance, or other state benefits. I also understand that if separated, I will not receive severance pay or priority re-employment consideration. \*\***  
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My signature below represents my agreement to the terms of the Confidentiality Statement and Acceptance of Temporary Employment Terms above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date