

## Confidentiality Agreement

I understand that in the course of my employment with Community College of Denver (CCD) I will receive or become aware of student or business information that is of a sensitive or confidential nature. This information may be written, electronic, or oral and come from a variety of sources. I understand that I am not to access sensitive or confidential information unless it is necessary for me to complete my job responsibilities. I acknowledge that I must protect all sensitive or confidential information.

### Community College of Denver requires that all:

- **Student information and FERPA requests** be forwarded to the Registrar, Director of Registration & Records.
- **Open-records requests** be forwarded to Office of the President. *Note: these requests may have compliance deadlines.*
- **Employment-related disclosure requests** be forwarded to Human Resources.
- **Media requests** be referred to the Director of Marketing & Communications.

I understand that in the performance of my duties I may be requested to provide sensitive or confidential information to others. I agree to hold in confidence and to not disclose any sensitive or confidential information to any person, including employees of state, federal or local governments, except those who legally have reason to acquire the information. I will immediately notify my supervisor of all such requests.

If I willfully and knowingly disclose such information in any manner to any person or agency not entitled to receive the information, I understand that I may be subject to corrective or disciplinary action, including termination, or, in some cases, personal liability.

I acknowledge that I have read, understand and will adhere to Community College of Denver's requirements with respect to sensitive or confidential information.

Employee Name (print): \_\_\_\_\_

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