

# MERCYHURST COLLEGE WORK STUDY NON-DISCLOSURE AGREEMENT

In the course of my employment as a student worker with Mercyhurst College, ("College"), the College agrees to allow \_\_\_\_\_ ("You") access to academic and personal information pertaining to Mercyhurst students ("Information," which term shall include, without limitation, anything you learn or discover as a result of exposure to or analysis of any Information) which is protected from disclosure under the Family Educational Rights and Privacy Act and may be protected under State law.

In consideration of Mercyhurst's agreement to employ you as a student worker, you agree as follows:

1. You have been informed that release of the Information without the written consent of the particular student to whom the records pertain is prohibited by The Family Educational Rights and Privacy Act. You will hold in confidence and not possess or use or disclose any Information to any third party without your supervisor's express consent.
2. If asked by the College, you will promptly return all Information and all copies, extracts and other objects or items in which it may be contained or embodied.
3. You will promptly notify the College of any unauthorized release of Information.
4. You will ensure the security of any machines, accounts, passwords and methods you use to store any Information or to access College systems and ensure that no other unauthorized person has or obtains access thereto.
5. You acknowledge and agree that due to the unique nature of the Information, any breach of this Agreement would cause irreparable harm to the College for which damages are not an adequate remedy and that College shall therefore be entitled to equitable relief in addition to all other remedies available at law.
6. The terms of this Agreement will remain in effect even after your employment is concluded.

Acknowledged and agreed on \_\_\_\_\_, 20\_\_.

By: \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Printed Name)