



**LANGSTON UNIVERSITY**  
Office of Human Resources  
Faculty and Staff

**CONFIDENTIALITY STATEMENT**

A Langston University employee may be assigned access to confidential records. The content of that work is not to be disclosed to any unauthorized individuals. In keeping with Family Education Rights and the Privacy Act (FERPA) of 1974, you, as the employee, agree to protect the privacy of all records and university documents.

I, \_\_\_\_\_, understand that while employed at Langston University, I may have access to and become aware of highly confidential, personal and sensitive information involving prospective and/or current students, faculty and staff. I understand that under NO circumstances is it acceptable or appropriate to:

- share this information with any other person unless authorized by my supervisor.
- make suggestions about this information to any other person(s).
- repeat or present information even while omitting the involved person's name.
- allow any other person to have access to office and/or file information.
- read content while filing information unless directed to do so.
- repeat, in any way, any discussions I might hear while in the office.

It is my responsibility to secure information and report to my supervisor any information that is misfiled, unfiled or compromised in some way. I understand that all information and documents which are considered confidential while I am an employee will remain confidential after I leave employment with Langston University. I understand that failure to comply with these guidelines will result in any of the following consequences:

- immediate dismissal from work and an unfavorable reference for future employment
- civil and/or criminal legal action as appropriate
- other appropriate action(s) as determined by the University after consultation with the University's attorney

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Human Resources Representative Signature