

ATLANTA METROPOLITAN STATE COLLEGE

Confidentiality Employee Information Statement



I, _____, an employee of Atlanta Metropolitan State College, do hereby acknowledge that I must comply with a number of State and Federal Laws which regulate the handling of confidential and personal information regarding both customers/clients, students and employees of Atlanta Metropolitan State College.

I understand that I must maintain the confidentiality of ALL documents, credit card and personal information of any type, and that such information may only be used for the intended business purpose. Any other intended use of said information is strictly prohibited and is caused for immediate dismissal. Additionally, should I misuse or breach any personal information of said customers/clients, students and/ or employees; I understand I will be held fully accountable both civilly and criminally, which may include, but not limited to, Federal and State fines, criminal terms, real or implied financial damages incurred by the customers/clients, students, or employees of Atlanta Metropolitan State College.

Failure to maintain confidentiality could result in disciplinary action up to and including termination of my employment. I further agree to follow the rules and regulations that Atlanta Metropolitan State College has in place in regards to the handling of confidential information so as to protect the privacy of all involved.

Employee Signature

Human Resources

Date