



## STATEMENT OF CONFIDENTIALITY

As an employee of the International Christian Institute, I understand that my work will involve access to information/records that are considered confidential.

I acknowledge my responsibility to respect the confidentiality of students or department records, to follow procedures in order to protect privacy, and to act in a professional manner, both to the public and over the phone.

I further understand that if I am found acting indiscreet with confidential material or not protecting privacy of students or others through my actions, I will be subject to immediate termination. I understand this action to be necessary in order to maintain high professional standards and the integrity of ICILS.

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

Signature of Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_