

# Staff Statement of Confidentiality

Updated: 07/2015

As an employee of Hellenic College Holy Cross (HCHC), I understand that some of my work may involve access to information and records, or that I am verbally made aware of information that is confidential.

I acknowledge my responsibility to respect the confidentiality of HCHC employees, management, trustees, donors, and all HCHC records. It is my responsibility to follow office procedures in order to protect privacy, and to act in a professional manner, with colleagues and co-workers as well as with the public whether in person or over the phone.

I further understand that if I am found acting indiscreetly with confidential material or to protecting the privacy of employees, management, trustees, and donors, or other HCHC records through my actions, I will be subject to disciplinary action, up to and including immediate termination of my employment. I understand that this action is necessary in order to maintain high professional standards of HCHC and the integrity of our institution.

Employee Name: \_\_\_\_\_

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

Date: \_\_\_\_\_