

WORK-BASED LEARNING

Confidentiality Policy and Statement

Students placed in internships may be exposed to information of a confidential nature and must take care to maintain that confidentiality. All interns are to use the greatest discretion and be sensitive to the interests and expectations of others in handling and safeguarding information they may receive or be exposed to in the course of their internships. Many businesses offer services to clients, customers or patients where there is an expectation or duty that personal, business or other information be kept confidential. As an intern in such a business, you will be required to observe all confidentiality policies of that business. In connection with your internship, you may be required to execute confidentiality or other similar agreement. If you have any questions regarding such policy or your duties of confidentiality, please review them with your supervisor at the internship. Unless authorized by your supervisor, please do not discuss information concerning the names, details or appearance of people served by the business you are working with, or disclose any confidential or sensitive personal or business information you may see or overhear.

I have read the above statement and agree to comply with the confidentiality policy.

Dated: _____, 20__

Name of Student: _____

Signature of Student: _____