Confidentiality Statement

Lewis-Clark State College has very strict confidentiality regulations which are consistent with the federal FamilyEducation Rights and Privacy Act of 1974 and each employee’s and student’s privacy is protected by this or other various laws and regulations. In addition, employment at LCSC requires, as a term of employment, compliance with the policies of LCSC; the rules, regulations and procedures of the Idaho State Board of Education; and all local, state and federal laws.

Lewis-Clark State College has granted you access to confidential information and files in the course of performing your professional duties and responsibilities. As an employee of LCSC, you must be very careful not to release this information to the public. The word “public” may include co-workers who have not been authorized or who do not have legitimate business need to know or to members of the general public. If you are ever in doubt as to a requestor’s right to access, or the appropriate procedures to be followed, you must request direction from your supervisor or his/her designee. An infraction in this area is considered very serious and may be grounds for disciplinary action, up to and including dismissal from the college. By signing this statement, you acknowledge that you will not share or divulge this information with anyone who is not authorized to access this information or otherwise violate any of the rules, regulations, policies or procedures of Lewis-Clark State College, the State Board of Education, or any local, state or federal laws.

Conflict of Interest / Ethical Conduct

Per [Policy 3.101](https://www.lcsc.edu/media/6043909/3101-code-of-ethical-conduct.pdf) (https://www.lcsc.edu/media/6043909/3101-code-of-ethical-conduct.pdf), employees of Lewis-Clark State College are expected to conduct themselves in such a way as to strengthen the faith and confidence of the people of Idaho in the integrity of state government and state employees. It shall be a paramount concern of LCSC employees that they engage in no conduct which might reasonably be interpreted as tending to influence or adversely affect the performance of their official duties.

Lewis-Clark State College Policies

My signature acknowledges that I am aware of the [Lewis-Clark State College’s polices](http://www.lcsc.edu/policies/) (http://www.lcsc.edu/policies/) and that I am responsible for reviewing the policies relevant to my employment with LCSC.

Outstanding Debts Authorization

I authorize Lewis-Clark State College to withhold any outstanding debts owed to LCSC from my last paycheck(s) upon my separation from employment.

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Employee Signature Date

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Employee Printed Name