



Financial Aid Office

**CONFIDENTIALITY AGREEMENT
2007-2008**

As an employee hired under the Federal Work-Study program administered by The Lutheran Theological Seminary at Philadelphia (LTSP), I understand that I may have access to confidential information. I agree as a condition of my employment not to disclose such information to other students or non-LTSP employees under any circumstances. I further agree that I will share confidential information with other LTSP employees only when directed to do so by my supervisor.

I understand that confidential information includes any or all information that LTSP may reasonably wish to keep confidential, including, but not limited to, office conversations, information relating to finances, personnel, management, students, donors, and development plans.

I understand that a breach of this agreement will subject me to disciplinary action, including dismissal from employment.

Employee's Signature _____

Date _____

Supervisor's Signature _____

Date _____