

# Confidentiality Agreement

*Work-Study, Co-Operative, Volunteer or Intern Student*

This Agreement is made between \_\_\_\_\_ (please circle one "Work-Study,  
(Name)  
Co-Operative, Volunteer or Intern Student") and Bristol Community College, on \_\_\_\_\_<sup>2018</sup><sub>2016</sub>  
Date

The Individual will perform services for the \_\_\_\_\_ at Bristol  
(Office Name)

Community College which will include working with confidential and proprietary information. (Confidential Information is any information of any kind, nature, or description concerning any matters affecting or relating to the Work-Study, Co-operative, Volunteer and Intern Student's services for Bristol Community College, including College business matters, written, verbal and/or electronic employee information.)

Accordingly, to protect the College's Confidential Information that will be disclosed, the Individual agrees as follows:

A. The Individual will hold the Confidential Information received from the \_\_\_\_\_  
(Office Name)

and the College in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.

B. The Individual will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so by the Bristol Community Representative.

C. The Individual will not reproduce the Confidential Information nor use this information commercially or for any purpose other than the performance of his/her duties for Bristol Community College.

D. The Individual will upon his/her completion of assignment deliver any notes, documents, equipment, and materials received from Bristol Community College.

Signing below signifies that you agree to the terms and conditions of the agreement stated above.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Bristol Community College Representative (signature) Date

**BCC** BRISTOL COMMUNITY COLLEGE  
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