



WORK-BASED LEARNING

<h1>CONFIDENTIALITY AGREEMENT</h1>

As a student intern placed in an internship, I understand that I may have access to confidential information/data, which may include, but is not limited to, information/data relating to:

- Customers (such as records, conversations, financial information, etc.).
- Employees (such as wages, employment records, disciplinary actions, etc.).
- General or private information (such as financial and statistical records, internal reports, memos, communications, access codes, proprietary technology, etc.).

Accordingly, and as a condition of my participation as a student intern, I promise that:

1. I will use confidential information/data only as needed by me to perform my legitimate duties as a student intern. This means, among other things, that:
 - a. I will not access confidential information which I have no legitimate need to know.
 - b. I will not in any way divulge, copy, release, sell, loan, revise, alter, or destroy any confidential information/data except as properly authorized.
 - c. I will not misuse confidential information/data or deal carelessly with confidential information/data.
2. I understand that my obligations under this agreement will continue after termination of my status as a student intern.
3. I will be responsible for my misuse or wrongful disclosure of confidential information/data, and for my failure to safeguard my access code or other information. I understand that my failure to comply with this agreement will result in the termination of my internship arrangement, and may also result in legal liability and other consequences.

AT ALL TIMES DURING MY INTERNSHIP, I WILL ACT IN THE BEST INTERESTS OF THE BUSINESS WHERE I AM PARTICIPATING.

Student Intern Signature: _____ Date: _____

Parent Signature: _____ Date: _____