

**WORK-STUDY, CO-OPERATIVE, VOLUNTEER OR INTERN STUDENT  
CONFIDENTIALITY AGREEMENT**

This agreement is made between \_\_\_\_\_ (please circle one "work-study,  
(name)  
co-operative, volunteer or intern student") and Bristol Community College, on \_\_\_\_\_  
(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 College 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