RANDOLPH COMMUNITY COLLEGE | OFFICE OF FINANCIAL ASSISTANCE

Federal Work Study Confidentiality Agreement

This Confidentiality Agreement is made on _____, by and between _____ and Randolph Community College.

1. Confidential Information.
Owner proposes to disclose certain of its confidential and proprietary information (the "Confidential Information") to Recipient. Confidential Information shall include data, materials, products, technology, computer programs, specifications, manuals, business plans, software, marketing plans, business plans, financial information, and other information disclosed or submitted, orally, in writing, or by any other media, to Recipient by Owner. Confidential Information shall NOT be disclosed orally. Nothing herein shall require Owner to disclose any of its information.

2. Recipient's Obligations.
A. Recipient agrees that the Confidential Information is to be considered confidential and proprietary to Owner and Recipient shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with Owner, and shall disclose it only to its officers, directors, or employees with a specific need to know. **Recipient will not disclose, publish, or otherwise reveal any of the Confidential Information received from Owner to any other party whatsoever.**

B. Confidential Information furnished in tangible form shall not be duplicated by Recipient except for purposes of this Agreement. Upon the request of Owner, Recipient shall return all Confidential Information received in written or tangible form, including copies, or reproductions or other media containing such Confidential Information, within ten (10) days of such request.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

_____	_____
[Signature – Owner/Supervisor]	[Signature – Recipient/Student]
_____	_____
[Date]	[Date]