

Statement of Understanding on Privacy of Student Records

To be Read and Signed by Student Employees

During their employment at Bradley University, student employees may view or have access to confidential information on other students. That information may include, but is not limited to, grades, test scores, evaluations, resumes, letters of recommendation, and financial information. Federal law, the Family Educational Rights and Privacy Act of 1974, and University policy require all employees to respect and protect the privacy of student information. Disclosure of individually identifiable information is prohibited by FERPA.

Student employees are accountable for the responsible use of student information. This includes ensuring the confidentiality, integrity, and accuracy of student records. Use of student records must be limited to the specific duties assigned. Information cannot be provided to external parties for commercial or unauthorized use, nor can information be discussed or used for purposes outside one's job responsibilities.

Any employee who engages in unauthorized use, disclosure, alteration, or destruction of data, in any form (paper, electronic, etc.), is subject to disciplinary action, including dismissal.

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I have read the above and understand my responsibility as a University Student Employee to maintain the confidentiality of student records. If in doubt about the confidentiality of any record or my ability to legally disclose information, I agree to consult with my supervisor (who may consult with the Registrar) before disclosing any student or employee information.

I understand that my intentional disclosure of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Bradley University's policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

This agreement is given in consideration for my continued employment at Bradley University. The terms of this agreement remain in effect during and after my employment with the

(department or office)

Signed _____ Date _____

Name (Please print or type)

Registrar's Office
February 24, 2016
(FERPA Student Sign)