

ADMISSIONS SERVICES

Student Worker Signature Page Acknowledgement of Confidentiality Training/Policies

The individual who has affixed his/her signature below affirms:

- 1) that he/she has read the departmental student worker guidelines and is aware of the confidential nature of all work related to her/his employment;
- 2) that he/she will only use students' information to perform assigned tasks;
- 3) that he/she will protect confidentiality of student information by securing files, screens, forms, etc, so that they cannot be viewed or accessed by others;
- 4) that he/she will not divulge non-directory information to any third party;
- 5) that he/she will not release or divulge directory information to any third party, on or off the job, unless such release is required as part of the work assigned to that student and the student worker has verified that the student in question has not requested that directory information be withheld;
- 6) that he/she will not discuss information obtained in the performance of their duties with anyone outside the office, including the students whose information they have seen;
- 7) that he/she will refer any requests for confidential information to the appropriate supervisor;
- 8) and that he/she is fully aware that a breach of confidentiality will be documented to the student worker's employment file and the Registrar's violation file, will require retraining on FERPA, and may result in termination of employment as determined by the student's supervisor in conjunction with the director of the administrative unit and the Registrar.

Print Last Name

Print First Name

Signature

Date