

**University of West Georgia
Employee Confidentiality Agreement**

As an employee at the University of West Georgia, the nature of my job will allow and/or require me to have access to student information that is confidential, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974* (FERPA). Since conduct, either on or off the job, could affect or threaten the security and confidentiality of this information, I am expected to adhere to the following:

1. The information and materials to which I have access will be treated in a professional and confidential manner. Such information includes, but is not limited to student grades, financial information, identification number, class schedule, place of employment, etc.
2. I will not make use of, or permit unauthorized use of any information in files maintained, stored, or processed in any office or facility affiliated with the University's student employment program.
3. I am not permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to me by virtue of my work assignment.
4. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the policies and procedures of the University.
5. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. I will not knowingly expunge or cause to be expunged in any record, or report a data entry.
6. No official record or report, or copy thereof, from the office where it is maintained may be removed except in the performance of a person's duties.
7. I will not aid, abet, or act in conspiracy with another to violate any part of this confidentiality agreement.
8. Any knowledge of a violation must immediately be reported to a person's supervisor. Each employee holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of University information. Violation of this agreement is a violation of FERPA and the policies and procedures of the University, and may lead to reprimand, termination, or dismissal from the University.

I have received a copy of, have read, do understand, and will comply with the Employee Confidentiality Agreement of the University of West Georgia.

Employee Name (Please Print)

Signature

Date

Supervisor Signature

Department

Date

The University of West Georgia
Highlights of the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, helps protect the privacy of student records.

Who has to comply with FERPA?

9. Educational institutions and educational agencies that receive funds under any program administered by the US Secretary of Education.

Who has FERPA rights at the post-secondary level?

- A student “in attendance” (regardless of age—even if under 18) and former students.

What are these Rights?

- Right to inspect and review records.
- Right to request to amend records.
- Right to limit disclosure of “personally identifiable information” (Information that would directly identify the student or make the student’s identity easily traceable).

What are records under FERPA?

- Education records are defined as records that are:
 - Directly related to a student; and
 - Maintained by an educational agency or institution or by a party acting for the agency or institution.

What is considered Directory Information?

- Directory information **may be released** for any purpose **at the discretion** (for a legitimate educational purpose) of the respective school unless notified in writing to the contrary. It includes: name, address, telephone number, internet address, current enrollment status, dates of attendance, degree(s) conferred, honors and awards, major field of study, past and present participation in officially recognized sports and activities, heights and weights of members of athletic teams, photographs, previous institutions attended, date and place of birth.