

Samuel Merritt University Information Confidentiality Statement

PLEASE PRINT CLEARLY

Name (Last, First): _____

Date: _____

As an employee of Samuel Merritt University, you must be aware of the Family Educational Rights and Privacy Act of 1974 (FERPA), which mandates that all Samuel Merritt University employees protect student records, with some exceptions, from public disclosure. It is important that you, as an employee, understand your responsibility in terms of following the conditions of FERPA as it relates to releasing information relative to students enrolled at Samuel Merritt University.

The purpose of FERPA is to afford certain rights to students concerning their educational records. The primary rights afforded are the right to inspect and review educational records, the right to seek to have records amended, and the right to have some control over the disclosure of information from the records.

You may review Samuel Merritt University's policies regarding FERPA in the Samuel Merritt University Catalog.

Samuel Merritt University has designated the following items as "directory" information, meaning if you have access to this information, you may release it without written permission from the student:

- Student's name
- Program of enrollment
- Periods of enrollment
- Credit hour load
- Degrees awarded

Data access is provided to support a user's official University responsibility, and shall be used only for legitimate University business. A person who has access to administrative records may not:

- Reveal the content of any confidential record or report to anyone, except in the conduct of that person's work assignments and in accordance with University policies and procedures;
- Make or allow any unauthorized use of information;
- Knowingly include any false, inaccurate or misleading entry in any report or record;
- Knowingly expunge or modify any data entry from any record, report, or file except as officially authorized;
- Seek personal benefit or allow others to benefit personally from knowledge of University data.

Questions regarding FERPA, as it applies to your work for the University, should be directed to the Registrar.

The confidentiality requirements of this agreement remain in effect for the duration of the employee's work relationship with Samuel Merritt University, regardless of status of job assignment and survive the employee's work relationship with Samuel Merritt University.

I have read the above in its entirety and will comply with the Family Educational Rights and Privacy Act.

Employee signature

Today's date