

Georgia Southwestern State University

CONFIDENTIALITY AGREEMENT and FERPA Policy

I, \_\_\_\_\_, understand that by accepting employment with Georgia Southwestern State University, I may have access to research or exclusive formulas, student records, and personnel and/or personal information regarding students, faculty, staff and the general public and that I must obey GSW's Confidentiality rules. Confidentiality is the act of being discreet in communications involving information or an individual. Employees should not discuss anything that may be considered confidential outside of their department and without the permission of their dept. head.

I understand that I am responsible for maintaining the security and confidentiality of that information as required by federal law and University policy.

The Family Educational Rights and Privacy Act of 1974 (FERPA) regarding student information is outlined below:

***The Family Educational Rights and Privacy Act of 1974 (FERPA) also known as the Buckley Amendment, and University policy restricts the release of student information. Student information accessed through IMS screens or printouts is available only to University faculty, staff and students when required in the performance of their duties. Users must have a legitimate educational interest. Federal law prohibits the release to any other individual without written consent of the student.***

My signature denotes that I have read the above information regarding confidentiality and the Family Educational Rights and Privacy Act, and that I agree to consider all information that I become aware of as an employee including student information and other protected information as strictly confidential. I further understand that the unauthorized release of such information, as well as other protected information will result in disciplinary action up to and including dismissal on the first offense. If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor, Human Resources and/or the Registrar prior to a decision to release the information.

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Employee Signature

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Date