

FERPA HANDOUT & CONFIDENTIALITY AGREEMENT FOR VOLUNTEERS

Supervisor: This handout must be given to your volunteers with access to student information to read before signing the *FERPA & Confidentiality Agreement* (p. 2).

Volunteers: Please read carefully and keep this handout for future reference. If you have any questions, talk to your Supervisor. Then sign the *FERPA & Confidentiality Agreement* below.

A summary of the Family Educational Rights and Privacy Act of 1974 as Amended

The confidentiality of students' educational records is protected by the Family Educational Rights and Privacy Act (FERPA), a federal law. Each person employed by the University holds a position of trust relative to this information and must recognize the responsibilities involved in maintaining the security and integrity of student records.

FERPA guarantees students certain rights with respect to their educational records, including the right to:

- 1) inspect and review their education records within 45 days after the University receives such a request
- 2) request the amendment of their education records that they believe are inaccurate or misleading
- 3) consent to disclosure of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosures without consent

Non-directory Information:

Under no circumstances may the following be released (even to parents, roommates, spouses, and children), without written consent:

- | | | |
|------------------|-------------------------|--|
| ● Grades/GPA | ● Financial Information | ● Religious Affiliation |
| ● Class Schedule | ● Nationality | ● Student ID Number |
| ● Gender | ● Password/Pin Number | ● Social Security Number (<i>full/partial</i>) |

Non-directory information is NEVER to be given over the phone. The use of public e-mail addresses to transmit non –directory information is against the law and puts CIU at legal risk.

Disclosure of information pertaining to a student's education record without consent is permissible to school officials with legitimate educational interests. A school official is a person employed by CIU in an administrative, supervisory, academic, research, or support staff position (including law enforcement and health staff); a person or company with whom CIU has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Directory Information:

Directory information may be disclosed without student consent and includes all information not listed above.

A student may request, in writing, non-disclosure of directory information. Each semester CIU gives each student the opportunity to restrict directory information. Students opting not to disclose directory information will be removed from the online directory and will have a "privacy block" indicated in their address information. The appropriate response to a request for directory information for a student with a privacy block from someone other than a recognized school official should be: "There is no information available on that **person.**" The University cannot even reveal to the outside party that the individual in question is a student.

If there are any questions and/or requests concerning dissemination of a student's information, please contact the Registrar's Office.

FERPA & CONFIDENTIALITY AGREEMENT FOR _____
(Required for all volunteer positions) (school year)

Name (print) Student ID #

Local Address: _____

City State Zip

Phone: _____ Email: _____

Position Title: _____

Supervisor: _____ Department: _____

Length of Employment (check all that apply):

___ Fall Only ___ Spring Only Beginning Date: _____
___ School Year
___ Other _____ Ending Date: _____

In my acceptance of this volunteer position (new, continuing, or returning) for the current school year:

FERPA: I have been given a copy and have read CIU's policy regarding disclosure of student information (*FERPA for Volunteers*), and I understand the obligations imposed on me by the Family Educational Rights and Privacy Act (20 U.S.C. 1232g). I acknowledge that the intentional disclosure by me of this information to any unauthorized person violates CIU's policy and could constitute just cause for disciplinary action including termination of my term of service and possible legal action.

CONFIDENTIALITY: I understand that in my duties, I may have access to sensitive/confidential electronic or hard copy records/data (e.g., student files, donor records, financial records, etc.) and/or confidential information that is not available to those outside this department or the general public. During my term of service and after termination, I will hold confidential information of CIU in trust and confidence and will not disclose it, directly or indirectly, to anyone. I understand that any breach of confidentiality or my accessing confidential information outside of a specific assignment can result in immediate termination and possible legal action.

By signing below, I am agreeing to comply with the standards of this University as it pertains to these regulations.

Signature Date

This form must be completed every new school year for every volunteer and sent to your supervisor.