

Confidentiality Agreement

Durham Technical Community College

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's records. As an employee of Durham Technical Community College, you must become familiar with the basic provisions of FERPA to comply with this federal law. All employees, including full-time, continuing part-time, part-time hourly, or student work study, have the same responsibilities under FERPA. You may only access student educational records if there is a legitimate educational reason to do so.

You must keep all student information gained from files (whether the files are paper or computer generated) or from conversations heard in the course of your work strictly confidential. As such, you may not share this information with anyone. In addition, no files or copies of records are ever allowed to leave the office or department. Files or copies of records are not to be left unattended in public areas for others to view.

You must avoid acquiring student information that you do not need to do your job, nor should you exchange information about students that you may have learned while performing your job unless there is legitimate educational reason to do so. Disclosure of information (for example, telling another person of a student's class schedule) is considered a violation and could result in penalties, including the loss of your job and/or legal action as a result of violating federal or state laws. Be aware, individual departments may have stricter procedures or policies regarding confidentiality of records.

Your computer password is not to be shared with anyone. Also, you must ensure that you are properly signed off when the computer is not in use.

I have read and understand my responsibilities as stated in this Confidentiality Agreement. I understand that any breach of confidentiality will be considered an abuse of my position and may result in my immediate termination of employment.

Printed Name

Signature

Date

Supervisor's Signature

Date

Department Head Signature

Date