



The University of Alabama

Confidentiality Statement for Student Employees

Acknowledgement of Responsibilities and Agreement to Maintain Confidentiality & Privacy of Records Pertaining to Students, Faculty, Staff & University

As a student employee of The University of Alabama, I understand that I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University. I understand that under federal law and University policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential information must not be disclosed. I also understand that I am not permitted to access student, faculty, or staff information unless I have a legitimate work-related reason to do so that has been clearly authorized by university officials. I understand that if I have any questions about whether I should access confidential student record information or faculty/staff information, that I should discuss that with my supervisor prior to accessing such information.

I agree to not access any student record information unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of all such records during and after my period of employment at The University of Alabama. I shall not, directly or indirectly, communicate to any person (such as other students, work colleagues, family members, etc.) other than my supervisor, or an individual approved by my supervisor, any information concerning such student records. I understand that I may discuss student information with my supervisor, and at times may be required to do so.

I certify that I have received a briefing on University Policy as well as appropriate state and federal laws concerning the confidentiality of University records, the improper access to and/or release of information, and the alteration or destruction of a student record and/or University record. I understand that the UA Policy on Confidentiality of Student Records and the Family Educational Rights & Privacy Act (FERPA) are available to view online at <https://registrar.ua.edu/academics-policies/ferpa/>.

I am aware that any breach of confidentiality of this information or any abuse of my position, including but not limited to unauthorized access to University records, unauthorized disclosure of information from student records, alteration of any records, and/or destruction of any records or other similar acts, may result in disciplinary action through The University of Alabama Student Code of Conduct or otherwise, and may constitute a basis for disciplinary action, up to and including termination of employment.

I understand that failure to perform my duties as a student employee in accordance with the standards of my Department/ Organization and The University will result in termination of employment. I further understand that if I do not honor the confidentiality of individually identifiable material and information, or do not otherwise protect the privacy of employees, students and potential students, I may be dismissed immediately. I understand this action to be necessary in order to maintain high professional standards and the integrity of The University of Alabama.

I fully understand my job responsibilities, and I agree to adhere to and execute the rules, regulations, policies, and procedures of the Department/Organization in which I am employed and of The University of Alabama.

Student Assistant Name (Print)

CWID Number

Student Assistant Signature

Date

Supervisor Name/Job Title

Department/Organization