



## Faculty & Staff Acknowledgement of Maintaining Confidentiality of Student Information

University staff and faculty members performing instructional, supervisory, advisory, or administrative duties for the university are considered to have a legitimate educational need for access to student data in order to perform essential functions. As one of the abovementioned staff or faculty members, you have the authority and responsibility to deny any request for data that you feel is not legitimate.

It is extremely important that you maintain the confidentiality of student information. Your work will require you to access protected student records and information, such as student ID numbers, grades, course schedules, degree progress status, financial information, and academic standing. You may come in contact with student information through databases, computerized records, hard copy records, or verbal communication. The disclosure of this information is prohibited by the Family Educational Rights and Privacy Act of 1974.

Faculty or staff members who have access to records may not:

- Release the content of any record or report to anyone. This includes making unauthorized copies of any material and discussing any student's records.
- Knowingly include (or cause to be included) in any records or report a false, inaccurate, or misleading entry.
- Alter, erase data record or a data entry form and record, report or file.
- Benefit, or allow third parties to benefit, personally from the knowledge of any confidential information acquired through work assignments.
- Share, communicate, or give access to assigned computing system and associated password(s). This includes leaving your computer unattended while logged in.

If you are ever asked for confidential information, please explain the confidentiality restriction and advise the person making the request to go through appropriate channels. Always keep in mind that it is best to ask the Registrar's Office when in doubt.

*I understand my responsibility, as an employee of Virginia International University, to maintain complete confidentiality of all student records.*

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Print Name

Signature

Date