



STUDENT WORKER
POLICY CONCERNING CONFIDENTIALITY
OF INFORMATION AND SECURITY ADHERENCE STATEMENT

Student workers (student workers include part-time paid student help, work-study students, and student volunteers) at Athens State University are required to abide by the policies, rules, and regulations as are part-time or full-time employees of the college. Within the Office of Admissions, there are several policies or rules concerning the confidentiality of student records. These policies should be of the utmost importance to the student worker who is working in this office.

According to: Family Educational Rights and Privacy Act
(Buckley-Pell Amendment)

Subpart D, Section 99.33, Limitations and Redislosure

"An educational agency or institution may disclose personally identifiable information from the educational records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior written consent of the parent of the student or the eligible student except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purposes for which the disclosure was made."

The idea behind this section of the Family Educational Rights and Privacy Act as it pertains to Athens State University can be broken down into three parts. They are the following:

- I. The institution can allow student workers to view the information for the purpose of filing (i.e., pulling records, pulling folders or admission papers, etc.).
- II. The institution cannot allow the student workers to disclose the information to any third party (i.e., you should see some of these ACT scores, and transcripts!) unless prior written consent has been obtained.
- III. The institution can use this information but only for the purpose for which the disclosure was made.

In summary, use only the information needed to complete a given task. It is not necessary to scan an individual student's record in order to properly file the materials.

As a work-study student or other student worker, whether you are paid or you have volunteered, your work responsibilities will often expose you to confidential student record information. In carrying out your responsibilities, you may have access to the records of other students. Activities such as creating files, filing confidential materials, and preparing files to go to committee will often involve confidential information. These records are covered under the Family Educational Rights and Privacy Act. Therefore, you are required to adhere to the principles of these laws and not scan records or obtain information for personal use or purposes other than those outlined in your job responsibilities. Failure to do so may result in loss of your work position, possible expulsion from Athens State University or other appropriate action will be taken. If you have a question or issue regarding the security of student records, you should speak with your supervisor for clarification.

I fully understand the information stated and the implications.

Signed _____

Student Number _____

Date _____

Effective September 4, 1990