USC Aiken Student Employee
CONFIDENTIALITY AGREEMENT

I,_____, understand that by accepting the position of
(Student Name)
_____ in the _____,
(Position Title) (Department)
which may involve access to student records and/or personal information regarding students, faculty, staff, and the general public, that I am responsible for maintaining the security and confidentiality of that information as required by federal law and University policy. The Family Educational Rights and Privacy Act of 1974 (FERPA) regarding student information is outlined below:

> The Family Educational Rights and Privacy Act of 1974 (FERPA, also known as the Buckley Amendment) and University policy restricts the release of student information. Student information accessed through IMS screens or printouts is available only to University faculty, staff, and students when required in the performance of their duties. Users must have a legitimate educational interest. Federal law prohibits the release to any other individual without written consent of the student.

A department representative has explained this law as well as other related University policies and procedures relevant to my employment in this department. My signature denotes that I have read the materials regarding the Family Educational Rights and Privacy Act given to me, and that I agree to consider all information that I become aware of as an employee of this department as strictly confidential. I further understand that the unauthorized release of such information may result in disciplinary action up to and including dismissal on the first offense.

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information.

_____ _____
(Department Representative / Date) (Student Employee / Date)

Original - Department File
Copy - Student Employee