

Confidentiality of Records-BYU Employee Agreement

(Please read the statement carefully before signing.)

(Employee's Full Name)

(Employee's Net Id)

(Department)

(Room and Building)

I am an employee at the office listed above, and understand that by virtue of my employment with Brigham Young University, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act (FERPA) of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I also acknowledge that I will only access the records I have a legitimate need to view in order to fulfill my university assignment. I further acknowledge that willful or unauthorized access or disclosure violates policies of Brigham Young University, and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

(Employee's Signature)

(Date)

Please Note: You must watch the FERPA DVD (a short DVD about maintaining confidentiality of student records, entitled "FERPA: Handling Student Educational Records") before we will grant you access. Each area should have access to a FERPA DVD. If you do not have access to one, please call the Registrar's Office at 422-1196.

I have watched the FERPA DVD _____ (initial)