



Cheyney University | 1837 University Circle, P.O. Box 200
 Student Financial Services | Cheyney, PA 19319-0200
 Phone: (610) 399-2302 • Fax: (610) 399-2411
 Email: Financialaid@wolf.cheyney.edu

Confidentiality of Information and Records Agreement for Federal Work Study Student Employees

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA governs disclosure of student education records and grants five specific rights to current and former students. Under the law students have the right to

- inspect their own education records;
- prevent disclosure of their own education records;
- to seek amendment to their own records if they are inaccurate or misleading and in certain cases append a statement to their records;
- be notified of their privacy rights under FERPA and
- file a complaint with the U.S. Department of Education concerning an alleged failure by the University to comply with FERPA laws.

Furthermore, with the implementation of Shared Administrative Systems, information stored in an electronic environment is increasing rapidly. As a Cheyney University student employee, you may have access to confidential information. It is your responsibility to protect this sensitive and personal data. It is essential that the confidentiality and privacy of this information be not only maintained but be protected.

The university is entrusting you to maintain the confidentiality of employee data and to access, use, discuss, release, and disclose this data only within the confines of your specific job duties. Do not take the liberty to access information that you should not access it. If you are required to access information to perform your job, the information DO NOT divulge this information to anyone unless it is done so through authorized information release protocols.

To ensure that all CU student employees with access to relevant employee and/or student information are aware of and understand this requirement, you and your supervisor are required to sign and date the statement below. If you have any questions regarding your responsibility to maintain confidentiality of the data to which you may have access in your work, you should contact your supervisor, before you begin to work.

EMPLOYEE CONFIDENTIALITY AGREEMENT

It is understood that while the student employee may have access to confidential, personal data of employees and students, said student MAY NOT access, use, discuss, release, and/or divulge, this data, in any method unless doing so is a requirement of the position. Release of this information may only occur through **authorized information release protocols**. Breaches in confidentiality of such data may result in disciplinary action up to and including separation from employment. The terms of this agreement remain in effect during and after the employment of the student for the University. A violation of this agreement may also result in criminal action if it is determined that there has been a violation of any local, state, or federal law.

Department's Name: _____
 Supervisor's Name (Print): _____ Supervisor's Signature: _____
 Student Name (Print): _____ Student's Signature: _____
 Student's CU ID# _____ Date: _____

Supervisors please give a copy to your student employee, maintain a copy for your files and forward
 a copy to the Human Resource Office.