

CONFIDENTIALITY POLICY FOR
STUDENT ASSISTANTS AT ELIZABETHTOWN COLLEGE

Student Assistants at Elizabethtown College are employed to perform a wide variety of tasks. Many jobs involve working with or being exposed to sensitive or confidential information.

It is clearly improper to report on or otherwise use sensitive or confidential information outside the job setting or inappropriately within that context.

Elizabethtown College has adopted the Family Educational Rights and Privacy Act (FERPA) as College policy. This act provides for criminal or civil penalties for persons improperly releasing protected personal student information. The college will also take action including at least termination of employment in the case of substantiated violation. A summary of the FERPA Act is contained in the student handbook.

The student assistant may be required to annually sign a "Statement of Understanding of Privacy Act Provision" as a condition of employment if the supervisor believes the materials used in the course of the job are sufficiently sensitive. The supervisor is also responsible for clearly defining the limits of appropriate access to and use of data. Supervisors are expected to minimize student assistant exposure to sensitive or confidential data.

DEM/cw

March 5, 1987

STATEMENT OF UNDERSTANDING OF PRIVACY ACT PROVISIONS

I understand that by virtue of my employment with Elizabethtown College I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Privacy Act of 1974. I acknowledge that I fully understand that the willful or intentional disclosure by me of this information to any unauthorized person, could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or intentional unauthorized disclosure also violates the school's policy 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

Witness

Date