

SAMPLE

Confidentiality of Student Records

One of the most important responsibilities of the Office of the University Registrar is to maintain the confidentiality of all student records. As an employee of the O.U.R., you are at all times required to treat every student record and the contents contained therein in a confidential and professional manner. Student records may only be disclosed to or discussed with individuals who are authorized to have access to student records.

Below is a statement regarding your responsibility for maintaining the confidentiality of student records. Please read the statement carefully and sign it. This document will become part of your employment file.

I understand that by virtue of my employment with the Office of the University Registrar at the University of Florida, I may be given access to, or come into contact with, confidential student information that is protected by both federal and state laws.* I understand that unauthorized use or disclosure of confidential student information may result in disciplinary action being taken against me, up to and including termination of my employment at the university.

Signature

Date

*Florida Statutes: <http://www.leg.state.fl.us/statutes/>

Title XLVIII, Chapter 1002, Part II, Section 1002.22

United States Code, 20 U.S.C. § 1232g: <http://www.gpoaccess.gov/uscode/>

CITE: 20USC1232g