



## STUDENT EMPLOYEE AND VOLUNTEER CONFIDENTIALITY AGREEMENT

### North Carolina Central University

|   |                                   |               |                |              |
|---|-----------------------------------|---------------|----------------|--------------|
| Name (Last, First, Middle Initial)<br>_____ | Permanent Street Address<br>_____ | City<br>_____ | State<br>_____ | Zip<br>_____ |
|---|-----------------------------------|---------------|----------------|--------------|

The Family Educational Rights and Privacy Act (FERPA) protects personally identifiable information in student education records from unauthorized disclosure. FERPA's school official exception allows educational agencies to share personally identifiable information with school officials who have a legitimate educational interest to access the records. A "school official" may include a student assisting an NCCU employee in performing his or her tasks, or a student serving on a disciplinary or grievance committee. All school officials are required to follow FERPA confidentiality requirements. For more information regarding FERPA, please see NCCU's Family Educational Rights and Privacy Act Regulation located here: <http://www.nccu.edu/policies/retrieve.cfm?id=381>.

This Agreement is intended to inform student employees and volunteers about their responsibility to protect personally identifiable information from student education records they may handle while performing tasks on behalf of NCCU.

I, \_\_\_\_\_ (**PRINT NAME**), understand and accept the following conditions and responsibilities of my role as a student employee and/or volunteer at North Carolina Central University ("NCCU" or "University"):

- \_\_\_\_\_ 1. I have volunteered or been employed to perform services that may require me to access personally identifiable information (PII) about NCCU students. This information may include grades, attendance, disciplinary or other information located in the records of other students, faculty, or staff; business information; correspondence; and reports. I understand that my access and use of this confidential information is governed by FERPA.
- \_\_\_\_\_ 2. In the performance of my duties, I will treat all PII as confidential, regardless of format. I will not share PII with other parties or share with unauthorized users. This includes sharing with other students, staff, faculty, family, friends, etc., who are not school officials of NCCU with a legitimate educational interest to know or access this information. I will protect PII from inadvertent disclosure and will immediately report any breach of confidentiality to my supervisor.
- \_\_\_\_\_ 3. I understand that I have been given access to PII solely for the purposes of performing my duties to NCCU and that it should not be used otherwise. I agree not to access confidential information unless access is necessary and I am authorized to do so by my supervisor.
- \_\_\_\_\_ 4. I will not duplicate, reproduce, or alter any information other than what is required to perform my job duties.
- \_\_\_\_\_ 5. I understand that unauthorized disclosure of such confidential information may have an adverse impact on individuals, affiliated organizations, and the University. I acknowledge that any breach of this Agreement may result in my termination from my student employee and/or volunteer position and a referral for disciplinary action by the University.

I have read, reviewed and understand this document. I agree to abide by its terms and conditions.

\_\_\_\_\_  
**STUDENT EMPLOYEE/VOLUNTEER**

\_\_\_\_\_  
**BANNER ID**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SUPERVISOR NAME**

\_\_\_\_\_  
**DEPARTMENT**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**