GEORGE FOX
UNIVERSITY

☐ Faculty
☐ Staff
☐ Student (Retained by Supervisor)

CONFIDENTIALITY OF RECORDS AGREEMENT

I recognize that job requirements assigned to all George Fox employees (full-time, part-time, student employees, etc.) or to others within the George Fox University community require access to and use of, personally identifiable, sensitive student data and information, as well as faculty and academic information and data.

I am aware the data, material, and conversations to which I may have access are to be treated in a professional and confidential manner.

I recognize my responsibility not to disclose or cause to be disclosed any information of which I may have knowledge at any time. Such information includes, but is not limited to, files, letters, reports, telephone or other conversations, grades, petitions, academic status, etc. to which I may have access.

I understand and recognize my responsibility to follow the rules and regulations regarding the confidentiality of student and academic records and data.

My signature on this document certifies that I have read the briefing on FERPA in the Employee Handbook, that I will follow George Fox University's FERPA policy and that I will read any other documents that will expand my education on the confidentiality and privacy of information I may access. As appropriate, I will inform and train personnel in my department concerning confidentiality of records, and I will strive to ensure compliance with FERPA within my area of responsibility.

_____ / _____ _____
Print Name Signature Date

_____ _____
Witnessed by Date

Office of the Registrar
George Fox University
Confidentiality Agreement
Revised March 10, 2006

Student forms retained by Supervisor
Return Faculty & Staff forms to:
Office of the Registrar #6189