

Western Carolina University

TRAINING ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

In consideration of my employment and/or continued employment at Western Carolina University ("WCU"), I agree as follows:

1. As an employee of WCU, I have been or may be granted access to student records which contain individually identifiable information which is protected by the Family Educational Rights and Privacy Act of 1974 ("FERPA").
2. I understand that access is granted solely on the need to fulfill employment responsibilities and I will not copy, store, disclose or otherwise use such information except in the fulfillment of these responsibilities.
3. I understand that the intentional disclosure by me of this information to any unauthorized person(s), or the use of this data outside the scope of my job responsibilities could subject WCU to legal sanctions.
4. I further understand that willful or unauthorized disclosure also violates WCU'S policies and may constitute just cause for disciplinary action including termination of my employment.
5. By my signature below I acknowledge that I have received training on FERPA rules and regulations, that I fully understand my responsibility to maintain the confidentiality of student records to which I may have access, and that I agree to maintain such confidentiality.

Signature

Printed Name

Department or Unit

Date