

**Department of Black Studies
Statement of Confidentiality**

The Department of Black Studies maintains records for students, staff, and faculty. They include personal information, such as addresses, transcripts, payroll information, memos, and other correspondence from academic and administrative departments. Also in the office may be exams, grade sheets, graded papers, and other confidential materials. Ensuring the integrity, security and confidentiality of these records and documents is the highest priority of this office.

As an employee of the University of California and the Department of Black Studies, you are required by law to protect the confidentiality of all aspects of student records in accordance with the Federal Family Educational Rights and Privacy Act (FERPA) of 1974. The sharing of student record information with any unauthorized persons outside this office is prohibited.

The physical security of all documents which comprise any part of the student record is of the utmost importance. The unauthorized removal of information, whether the physical document or computerized data, is prohibited. Providing access to student records or information about these records to unauthorized persons is contrary to the standards of confidentiality.

Any unauthorized alteration, defacement, or mishandling of student records, whether the physical document or the computerized record, is also prohibited.

Any actions by the employee which are contrary to the University of California standards of confidentiality including, but not limited to, those outlined above, are cause for immediate dismissal and possible legal action.

I have read and understood the office policies listed above.

Employee Name (Please Print)

Employee Signature

Date