

## **Temple College Confidentiality Agreement**

Temple College employees and student workers support a variety of TC functions. As a part of their duties, employees and student workers will need to access individual student information from various sources, including, but not limited to records kept on file in Admissions and Records, Financial Aid, Advising, Special Support Services and Testing as well as records maintained in Colleague© and other TC computer files/systems. With respect to these records and information, and all other confidential and proprietary TC information and records, the undersigned acknowledges and agrees to the following:

1. The nature of my job will allow and/or require me to have access to student information that is confidential, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA). My conduct on or off the job could affect or threaten the security and confidentiality of this information.
2. I acknowledge the confidentiality of all student and employee information and records and other confidential and proprietary TC information and records, whether transmitted to me in writing or verbally. This information will not be revealed to or distributed to or discussed with anyone other than an appropriate, designated supervisor and/or other college employees as designated by such supervisor.
3. I will treat all information and materials to which I have access in a professional and confidential manner. Such information includes, but it not limited to student grades, financial information, student identification numbers, social security numbers, class schedules, etc.
4. I will not make use of, or permit unauthorized use of any information in files maintained, stored or processed in any office or facility affiliated with TC.
5. I am not permitted to, nor will I seek personal benefit or allow others to benefit personally by knowledge of any confidential information that has come to me by virtue of my work at TC.
6. I will not exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with the policies and procedures of TC.
7. I will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. I will not knowingly expunge or cause to be expunged in any record, or report a data entry.
8. I will not remove any official record or report, or copy thereof from the office where it is maintained without the proper authorization and in the performance of my duties.
9. I will not aid, abet, or act in conspiracy with another to violate any part of this confidentiality agreement.
10. **I will complete FERPA training and testing within the first two weeks of my employment at TC.**
11. I will report immediately any knowledge of a violation of this agreement or the confidentiality policy of TC to my supervisor (or other appropriate supervisory staff) by myself, a TC employee or student worker.
12. Violation of this agreement is a violation of the policies and procedures of the College. Failure to abide fully by this agreement is grounds for immediate discipline, up to and including dismissal from the work position and TC.

**ACCESS TO COLLEAGUE©: Access to COLLEAGUE© will be granted to those individuals who have been determined to have a legitimate educational interest in the data. Access to specific student data will be granted with the approval of the appropriate department director with the concurrence of the Division Director of Student Services.**

If given access to COLLEAGUE©, I further agree to the following:

- 1. I will attend mandatory training before receiving access to the system.** I will be assigned a user id and password. I will keep my user id and password confidential.
2. In all transactions using the system, I will use my user id and password. When authority to access additional screens is needed, a request will be made through the appropriate department to the Division Director of Student Services.
3. I am responsible for any data which is changed or retrieved using my user id and password.
4. It is my responsibility to keep my password confidential and to change passwords whenever I feel someone else may have obtained access to it.

**Temple College's policy regarding implementation of FERPA guidelines can be found in the Student Handbook.**

**This policy states, in pertinent part, that employees of the college may be given access to student education records on a "need-to-know" basis and that such access must be limited to those with a legitimate EDUCATIONAL interest in the information accessed. The information contained in a student's educational record may not be released to a third party without the written consent of the student. The only exception is directory information defined as the student's name, local and home addresses and telephone numbers, major field of study, date of attendance, degrees and awards received.**

**I have received a copy of, have read, do understand, and will comply with this agreement.**

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Employee Name (Printed)

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**FERPA training/testing completed:** \_\_\_\_\_  
Date \_\_\_\_\_

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Employee Signature \_\_\_\_\_ Supervisor Signature \_\_\_\_\_