

Student Assistant Confidentiality Statement



Office of the Registrar
408/554-4331
Walsh Administration First Floor

The Family Educational Rights and Privacy Act (FERPA) was adopted by Congress in 1974. This legislation protects the rights and privacy of students. You will need to read and abide by the guidelines as provided by the SCU FERPA website (www.scu.edu/FERPA).

As a student assistant in the _____ Department, you may be asked to do some work with material considered confidential. Any information that you may obtain about a student must remain confidential and is to be used for office purposes only. Any disclosure of confidential information to any unauthorized person may be cause for termination and could subject you to criminal and /or civil penalties imposed by law.

Proper custody of student records includes but is not limited to the following:

1. Keeping all student records in a secure environment, i.e., not leaving student records on tables, desks, or in other areas open to third parties.
2. Securing computer screens so that third parties cannot view student information.
3. Not divulging information or the contents of any record or report to any person except in conducting your assignment in the Department of Modern Languages and Literatures.

A specific part of FERPA defines "Directory Information," as the only information that can be released about a student (unless that student has requested that no information be released).

Directory Information is limited to the following:

The student's name, address, telephone number, date and place of birth, major field of student, dates of attendance, degrees and honors received, most recent educational institution attended and athletic involvement.

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I acknowledge my responsibility to respect the confidentiality of any information that I may encounter whether it be hard copy printouts or information contained in computer files.

I have read and will abide by the guidelines as provided by the SCU FERPA website (www.scu.edu/FERPA).

I understand that if I am found acting indiscreetly or inappropriately with confidential material or not maintaining the restricted nature of activities within the department, I may be dismissed from my job immediately. I understand this action to be necessary in order to maintain the high professional standards and integrity of Santa Clara University.

Student Assistant Date: _____

Department Student Assistant Supervisor Date: _____