Family Educational Rights and Privacy Act (FERPA)

Confidentiality Agreement

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. As a student employee/coop - student/intern/volunteer at Northeastern University, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law.

- You must not, under any circumstances, release to any person(s) information about a student –unless your position specifically authorizes and requires you to do so.

- You must not acquire or collect any information from a student's record that you do not need in order to do your job or perform the duties assigned to you. You must not share information about students that you may have learned while performing your work. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) is a violation and may result in disciplinary action up to and including termination from your position. It is your responsibility to keep any information obtained in your workplace confidential.

I have read and understand my responsibilities as stated under the Family Educational Rights and Privacy Act Confidentiality Agreement. I agree to comply by the terms of this Confidentiality Agreement.

_____ _____

Name (Print)

_____

Signature Date

_____

Supervisor Date