

Statement on the Privacy of Education Records for Faculty and Staff

The Family Educational Rights and Privacy Act of 1974 (FERPA) insures the privacy and accuracy of education records and protects the rights of students by providing:

- The right to inspect and review their education records.
- The right to request that their education records be amended if they are believed to be inaccurate or misleading.
- The right to consent to disclosures of personally identifiable information contained in their education records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the United States Department of Education concerning alleged failures by the University to comply with FERPA.

Security of Student Data

Academic, financial, and other education records of students are protected under the FERPA and the Virginia Privacy Protection Act. The applicability of this legislation has been defined in the University of Virginia Financial Policy manual, Policy XV.C.1, Disclosure of University Records, and Policy STU-002, Rights of Students at the University of Virginia Pursuant to the Family Educational Rights and Privacy Act (FERPA).

The important points as they relate to confidentiality are:

- School officials have access to students' education records only for legitimate educational purposes in performing their duties for the University. Access to education records should not be used for any other purpose.
- School officials are those individuals who engage in the instructional, supervisory, advisory, administrative, governance, public safety, and support functions of the University.
- The University shall obtain the student's written consent before disclosing personally identifiable information from a student's education records except as provided for within policy STU-002, section 6.

Acknowledgement

I have read the above statement and understand my responsibility as a University employee to maintain the confidentiality of education records. I understand that engaging in any unauthorized use or disclosure is subject to disciplinary action.

Employee (print) _____ Date _____

Signature _____ Computing ID _____