Confidentiality of Records Agreement

This confidentiality of records agreement is valid only for one academic year. Please enter the current academic year: ____________

I recognize that job requirements assigned to all Pacific University employees require access to and use of confidential information. Confidential information is defined as personally identifiable, sensitive date and information on and about students, faculty and staff. This information is disclosed or known to me as a consequence of my employment and not generally known outside the University.

I am aware that the information and conversations to which I may have access are to be treated in a confidential and professional manner.

I recognize my responsibility not to disclose or cause to be disclosed any information of which I may have knowledge at any time. Such information includes, but is not limited to, files, letters, financial information, reports, grades, telephone or personal conversations, electronic communications, etc. to which I may have access.

By signing here, I certify that I have received information on FERPA and understand my responsibilities in regards to handling confidential and sensitive information.

__________________________________________
Print Name

__________________________________________
Signature

__________________________________________
Today’s Date

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