



TEXAS A&M
UNIVERSITY
CENTRAL TEXAS

CONFIDENTIALITY STATEMENT
Registrar's Office

December 15, 2011

I, (PRINT FULL NAME) _____, understand that by virtue of my employment with Texas A&M University-Central Texas, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 (FERPA).

I understand that what I learn in this office about university students and university business must remain in this office and is not to be discussed with anyone else, including the student involved.

I also understand that I cannot access confidential information for any reason other than what I have been asked to do by my supervisor.

Confidential information includes anything not defined as "directory information" by Texas A&M University –Central Texas, as well as, directory information a student has put a hold on with the paper form.

I understand that I am jeopardizing my employment and potentially subjecting the University to litigation for violation of the Family Educational rights and Privacy Act if I compromise the confidentiality of this office. I further understand that if I violate any of the institutions policies, I will be held accountable by the University judicial system.

I have read the above and agree to the requirements for confidentiality.

PRINT NAME

SIGNATURE OF USER

UIN

DEPARTMENT