

**THE UNIVERSITY OF ALABAMA**  
**(list college)**

**AGREEMENT TO MAINTAIN CONFIDENTIALITY AND PRIVACY OF RECORDS  
PERTAINING TO STUDENTS, FACULTY, STAFF, AND UNIVERSITY**

I am a \_\_\_\_\_ (name position) for \_\_\_\_\_ (list office/college), and I understand that in this capacity, I may have access to confidential and private records of other students, faculty and staff and/or pertaining to the University. I understand that under federal law and university policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential information must not be disclosed. I also understand that I am not permitted to access student, faculty, or staff information unless I have a legitimate work-related reason to do so that has been clearly authorized by university officials. I understand that if I have any questions about whether I should access confidential student record information or faculty/staff information, that I should discuss that with my supervisor prior to accessing such information.

I agree to not access student record information unless I am authorized to do so, and I agree to maintain the confidentiality and privacy of all such records during and after my period of employment at -      The University of Alabama. I shall not, directly or indirectly, communicate to any person (such as other students, work colleagues, family members, etc.) other than my supervisor, or an individual approved by my supervisor, any information concerning such student records. I may discuss student information with \_\_\_\_\_ and, at times, will be required to discuss such information.

I certify that I have received a briefing on University Policy as well as appropriate state and federal laws concerning the confidentiality of records, the improper access to and/or release of information, and the alteration or destruction of a student record. I understand that the University's Policy on Confidentiality of Student Records and training on that policy and the Family Educational Rights & Privacy Act are available to at <http://registrar.ua.edu/privacy.html>.

I am aware that any breach of confidentiality of this information or any abuse of my position, including but not limited to unauthorized access to records, disclosure of information from student records, alteration of records, and/or destruction of records or other similar acts, may result in disciplinary action through The University of Alabama Student Code of Conduct or otherwise, and may constitute a basis for disciplinary action, up to and including termination of employment.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

(type name)