YOUR RESPONSIBILITIES AS A STUDENT EMPLOYEE

Security and confidentiality are matters of concern to all offices and all persons who have access to office facilities. The Office of the University Registrar is the official repository for student academic records, folders and other files for Adelphi University. Other education records are stored in both hard copy and electronic form in offices throughout the campus. Many offices are able to extend job opportunities and work experience to supplement student’s finances and education. In doing so, the student employee is placed in a unique position of trust since a major responsibility of offices is the security and confidentiality of student records and files. Since conduct either on or off the job could affect or threaten security and confidentiality of this information, each student employee is expected to adhere to the following:

- No one may make or permit unauthorized use of any information in files maintained, stored or processed by the office in which they are employed.
- No one is permitted to seek personal benefit or to allow others to benefit personally by the knowledge of any confidential information which has come to them by virtue of their work assignments.
- No one is to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignments and in accordance with College policies and procedures.
- No one may knowingly include or cause to be included any record or report, a false, misleading entry. No one may knowingly expunge or cause to be expunged any record or report a data entry.
- No official record or report, or copy thereof, from the office where it is maintained may be removed except in the performance of a person’s duties.
- No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
- Any knowledge of a violation must be immediately reported to the person’s supervisor.

IN SUMMARY, REMEMBER . . .

- Checking a person’s picture identification when releasing education records is good practice. Always check to see if the student permitted disclosure of information before you release any information on the student.
- Discussing a student’s record with any person who does not have a legitimate educational interest is a violation of FERPA. This pertains to conversations on and off the job.
- Releasing confidential student information (non-directory) to another student, College organization, or any person who does not have a legitimate educational interest, without the student’s written authorization is in violation of FERPA.
- Leaving reports or computer screens containing confidential information in view of others who do not have a legitimate educational interest in the data or leaving your computer unattended is in violation of FERPA.
- Making personal use of student information is in violation of FERPA.
- Allowing another person to use your computer access code is in violation of FERPA.
- Putting paperwork in the trash with a student’s information (i.e., social security number or grades) is also in violation of FERPA.
- In addition to the possibility of personal litigation, proven FERPA violations may result in loss of federal funds to Adelphi University.
- Violation of confidentiality and security may lead to appropriate personnel action.

If you have any questions concerning FERPA or what you can or cannot release, please contact the Office of the University Registrar.
Employee Responsibilities:

1. Protect and control the confidentiality of information.
2. Comply with regulations and policies.
3. Understand and follow instructions.

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What is FERPA?

The Family Educational Rights and Privacy Act of 1974, as amended, is a federal law which provides that student education records, as defined by law, may be released only to the student or as required by law.

What is YOUR ROLE?

As an employee of Adelphi University, you have responsibilities under FERPA.

Records Access to Children's Education

Parents have rights to access and inspect their children's education records.

What About...?