

**Employee Statement of Understanding of the Family Educational Rights & Privacy Act**

Security and confidentiality of student education records are a matter of concern for all individuals who have access to files or computerized databases owned by University offices. The Family Educational Rights & Privacy Act of 1974 may cover any database containing student data in part or in whole.

The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect the privacy of students and their education records. Each person working with the Integrated Student Information System (ISIS) or a subset of information holds a position of trust and must recognize the responsibility of preserving the security and confidentiality of the information. As a representative of the University, you are expected:

- To keep personal passwords private. Passwords are not to be written down or shared with others.
- Always to sign off from access to SIS when leaving the immediate area.
- Not to allow any operator to use a computer, which has been, signed on under any other operator's user ID and password.
- Not to make or permit unauthorized use of any information in the computer or hard copy files.
- Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment(s).
- Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment(s).
- Not to include knowingly or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not to aid, abet, or act in conspiracy with any other person to violate any part of the act.

Additional information on FERPA is available from the Office of Records & Registration, First Floor of the CU-Building Annex.

---

I understand that by virtue of my employment with the College of Arts & Media at the University of Colorado Denver, 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. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates University of Colorado Denver policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

By signing below, I have read, understand, and agree to the above information.

---

Employee Signature

Date

---

Printed Name