

**TEXAS TECH UNIVERSITY STUDENT
RECORDS CONFIDENTIALITY
AGREEMENT**

Persons given access to Texas Tech University's (TTU) student information system are reminded of students' rights of privacy and access regarding students' educational records as articulated in the Family Educational Rights and Privacy Act of 1974 (FERPA), commonly known as the Buckley Amendment, and financial information as articulated in the Gramm-Leach-Bliley Act (GLBA) of 1999. These federal laws protect the privacy of student records by requiring that institutions limit the disclosure of information from these records to third parties, e.g., faculty, staff, accrediting agencies, with a "legitimate educational interest" in the student's record or as otherwise required by law.

Those given access to the student information system, therefore, have a special responsibility and obligation to safeguard the information therein by adhering strictly to security measures designed to maintain such confidentiality.

My signature below indicates:

I understand the importance of maintaining strict confidentiality, both in accessing and releasing information contained in the student information system, and I agree to exercise great discretion in upholding the policies and procedures of the institution and the law in performing my duties and responsibilities as they relate to student records.

I agree to handle all confidential information, whether written, computerized, oral, or in some other form, in such a way that it shall not be inadvertently revealed or disclosed to any other person. Except as authorized by my responsibilities and duties, I agree that I will not maintain for my own files any record that contains confidential information and will provide for the complete destruction of any rough drafts or unofficial copies of confidential information.

I acknowledge and agree that any breach of the Confidentiality Agreement by me may result in corrective action consistent with Texas Tech University policy, up to and including termination of employment; further, I understand that such a breach may result in legal action.

The terms of this Confidentiality Agreement are effective immediately and apply to all confidential information I have attained in the past as well as information I may attain in the future. I understand that this document will become a part of my permanent employment and/or student record.

Signature

Date

Printed Name

R#

Witness