East Tennessee State University

STATEMENT OF STUDENT RECORDS CONFIDENTIALITY
AND
CONFLICT OF INTEREST

As an employee, you will be working with various student record documents that are considered privileged and confidential. These records include demographic information, personal data, grades, financial information, etc. Student records are protected under the Family Educational Rights and Privacy Act of 1974.

Staff employees are provided with guidelines regarding the use and release of student records. Access is provided on an educational need to know basis. Student workers generally are not permitted to release student information.

_____ ____ ____ ____

Staff employees often find the opportunity to be an ETSU student a beneficial and rewarding experience. However, as students, it is considered a conflict of interest to deal with one's personal student records. This is also true of student workers in the employ of ETSU.

In order to protect you from possible conflict of interest, at no time will employees (staff, faculty, student workers or administrators) work with their own student records. This is also construed to include the records of relatives and personal acquaintances which could cause one to compromise their integrity and responsibility.

____ ____ ____ ____

I have read the above statements and understand the guidelines regarding student records. In addition, I understand the conflict of interest statement. I will have my supervisor or an appropriate supervisor review, inquire, or maintain anything regarding my personal student records (if applicable) as well as for others as state above.
I further understand failure to comply with the provisions of this Statement of Student Records Confidentiality and Conflict of Interest may result in administrative action including termination from the university as a student and/or employee.

_____ _____ _____
Signature Print Name Date

****

The above captioned person is employed as a (Staff/Student Worker) in the Office of _____
(Please circle one)

_____ _____
Signature of Department Official Date

This form is to be kept on file in the employing department as long as any records of employment are retained.

Revised: November 13, 2009.