

Many people have a confidentiality indicator on their directory information and if so we have an obligation to maintain it. If a student has asked for confidentiality, you should not acknowledge that this person is even here as a student to outside inquirers. If a student has not asked for confidentiality, as researched on Banner, you may release the items defined as **directory information or refer the request to staff in Registration and Records**. All other information requires written consent of the student. Evaluations, program and course registration, schedules of programs and courses should not be released to anyone other than the student since it is not defined as **directory information**.

Applicant Agreement:

I understand and accept the following terms and conditions (please initial each paragraph):

_____ I understand that I have access to information that contains personally identifiable information the disclosure of which is prohibited by the Family Education Rights and Privacy Act of 1974. I also understand that requests for information and questions concerning the release of information should be referred to Registration and Records.

_____ I have read and understand the information provided above in the “FERPA Statement of Understanding”.

_____ I understand that passwords are the first line of security on all accounts. I agree not to reveal my passwords nor allow anyone else to use the accounts assigned to me.

_____ I understand that the accounts assigned to me may provide me with access to sensitive, restricted, or confidential data. I will maintain the confidentiality of any and all data that I retrieve from Macalester information systems in the course of my job duties, including data that I use for reporting purposes or in other software products. I acknowledge that I fully understand that the disclosure of information to any unauthorized person could subject me to the criminal and civil penalties imposed by the law.

_____ I further acknowledge that willful misuse of , or unauthorized access to, college information systems also violates the College’s policy and could constitute just cause for action by Macalester regardless of whether criminal or civil penalties are imposed.

Applicant Name:

(Please Print)

Date: ____ / ____ / ____

Applicant Signature:
