



FLORIDA STATE UNIVERSITY

STUDENT DATA CONFIDENTIALITY AGREEMENT

Florida State University (FSU) protects the confidentiality of student records and the individual student's right to privacy, in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended. Student records are defined as those records directly related to a student that are either maintained by FSU or a person acting on behalf of FSU.

As an individual involved in the process for awarding scholarships who is not an employee of FSU, you have a responsibility to respect the confidentiality of student information you may be given access to. This means you are required to conduct yourself in a professional manner when it comes to handling the student data and ensuring that the information is not created, collected, stored, maintained, or disseminated in violation of institutional, state and federal laws or FERPA.

Please read and agree to the guidelines outlined below regarding the appropriate use of student information made available to you:

- I understand it is my responsibility to comply with institutional, state and federal laws regarding confidentiality, including FERPA (20 U.S.C. § 1232g; 34 CFR Part 99).
- I understand that I may be granted access to student information maintained by the University (e.g., personal information, enrollment or academic records, grades, scholarship application materials, etc.), and this information may be made available to me on paper, contained in program software, visible on screen displays, in computer readable form or in another format.
- I understand that this information is to be used by me for the sole purpose of evaluating students to identify the most qualified applicant for the scholarship and is not to be discussed, copied or shared with others, except those involved in the awarding process and permitted access to such information. I further acknowledge my responsibility to destroy or delete this information once the review process is complete.
- I understand that passwords I create for access to approved systems will not be shared with anyone, and I will securely log in and out of programs that store student specific data.
- I understand student information should not be left unattended or unsecured at any time where others could access the information without my knowledge.
- I understand student information should never be transmitted via e-mail or as an e-mail attachment unless the file is encrypted and/or password protected.

Name of Individual

Date

Signature of Individual