

Employee Statement of Understanding Privacy of Student Records

Employees of the University of California, Santa Cruz are required by law to protect the privacy of student records in accordance with the **Family Educational Rights and Privacy Act (FERPA) of 1974, As Amended**. For guidelines, please review "[Privacy of Student Records](#)" on the Registrar's web site.

The security of student records, whether physical documents or electronic data, is of the utmost importance. The unauthorized removal or disclosure of this information is prohibited. Providing access to student record information to unauthorized persons is contrary to the standards of privacy. Any alteration, defacement, or mishandling of student records, whether the physical document or the electronic data, is also prohibited.

Any actions by the employee that are contrary to University of California, Santa Cruz standards of privacy of student records are subject to corrective action and possible dismissal.

I have read and understand the guidelines concerning privacy of student records and agree to uphold the privacy of student records.

Employee Signature

Date

Print Name