



## STUDENT EMPLOYMENT CONFIDENTIALITY POLICY

As a student employee at Loyola Marymount University, you play an important role in assisting in the operation of the institution and contributing to the success of your fellow students, faculty, and staff.

All student employees are required to adhere to the confidentiality policies that govern information acquired through their employment. This information may include, but is not limited to, student, faculty and staff personnel, financial or academic records; faculty teaching and research; and, University business information and internal communications, which includes conversations related to office and University operations. Both you and the office or department for which you work are obligated to protect the confidentiality of this information, and you may not reproduce, disseminate or disclose its contents in any way.

All student employees are required to maintain the confidentiality of all information acquired through their employment. In addition, those student employees whose positions might, at any time, expose them to *student* records or information will also be required to read the Family Educational Rights and Privacy Act (FERPA) Non-Disclosure Agreement.

Student Employment and Loyola Marymount University expects that all student employees will respect the confidentiality of work-related and student record information and adhere to this policy. Any failure to do so may result in penalties up to and including the loss of your job and sanctions by Judicial Affairs.

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**I acknowledge that I have read and understand the above policy regarding confidentiality and I agree to maintain complete confidentiality of information obtained through my employment.**

\_\_\_\_\_  
**Student Name**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date Signed**

\_\_\_\_\_  
**Supervisor Signature**

## Family Educational Rights and Privacy Act of 1974

Accordingly, FERPA gives students the following rights regarding their education records:

- The right to access education records kept by the school
- The right to amend education records
- The right to request that education records be disclosed only with student consent\*
  - \* This means that the student "owns" the LMU record in that no one at the University may access or discuss the content of the file with parents, guardians, or third-party providers **WITHOUT THE EXPRESS WRITTEN CONSENT** of the student.
- The right to file complaints for unauthorized disclosure of education records

**Students may grant permission to the University to release academic, financial aid and student financial account information to parents, guardians, or third parties by submitting a signed and dated [Authorization To Release Student Records](#) form in the Office of the Registrar.**

FERPA also permits disclosure of directory information without consent unless the student has filed a [Request for Non-Disclosure of Directory Information](#). Directory information at LMU includes:

- Name
- Address(es)
- Telephone numbers
- E-mail address(es)
- Date and place of birth
- Major field of study
- Enrollment status
- Participation in officially recognized activities
- Dates of attendance
- Anticipated degree and degree date
- Degrees, honors, and awards received
- Most recent educational institutions attended
- Weight and height of members of athletic teams
- Photograph
- A student's personal identifier used by the student for purposes of accessing or communication in electronic systems

**The following items are not considered educational records under FERPA:**

- **Employment records if employment is not contingent on student status**
- Records maintained by Public Safety
- Records maintained by the Health Center
- Alumni records
- Faculty notes, data compilation, and administrative records kept exclusively by the maker of the records that are not accessible or revealed to anyone else

**The right to file complaints for unauthorized disclosure of education records**

A student has right to file a complaint with the U.S. Department of Education concerning alleged failures by LMU to comply with the requirements of FERPA.