



BOWLING GREEN STATE UNIVERSITY

Office of Residence Life
Division of Student Affairs

STATEMENT OF CONFIDENTIALITY

Office of Residence Life
Division of Student Affairs
Bowling Green State University

As an employee of Bowling Green State University, and specifically the Office of Residence Life, I understand that I have the responsibility and duty to protect the privacy of students, including former students. I understand that any and all information that I obtain, see, observe, hear or become aware of, is considered confidential. I further understand that the unauthorized release of such information, whether to parties internal to the University, or external, is strictly prohibited and may lead to dismissal from my position on the first offense.

As a University employee, I also understand that there are legal prohibitions to the dissemination of student information to others, including the Family Educational Rights and Privacy Act of 1974 (sometimes referred to as FERPA or the Buckley Amendment).

If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with my supervisor prior to a decision to release the information.

My signature denotes that I have read and understand this Statement of Confidentiality, that I have read the materials regarding the Family Educational Rights and Privacy Act given to me, and that I agree to consider all information that I become aware of as an employee of the Division as strictly confidential, the unauthorized release of which may lead to dismissal on the first offense.

Signature of Employee

Date

Signature of Supervisor