

Office of the Registrar
503-725-3220
503-725-5525 fax
registrar@pdx.edu
www.pdx.edu/registration

STUDENT EMPLOYEE STATEMENT OF CONFIDENTIALITY

As a student employee, you are a member of a group that is a significant and reliable part of the university work force. Student employees are engaged in important work across all areas of the university, including academic units and central administrative units that maintain official student educational records.

Your work in this office may require you to access protected student records and information, and therefore the work that you perform in this office is confidential.

Federal and state law requires Portland State University to protect and maintain confidentiality of student records information. To safeguard a student's right to privacy, it is extremely important that student records information be protected and made available **only to authorized** university staff and officials.

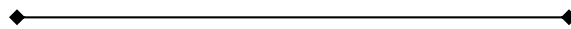
This confidentiality extends to any information you may hear or read in the office. You may come in contact with student records information through databases, computerized records, hard copy records, or verbally.

Examples of the type of information you may see include, but are not limited to: *student ID numbers, grades, course schedules, admission data, degree progress status, financial information, and academic standing*. It is imperative that you maintain complete confidentiality of any student information to which you have access.

Do not make unauthorized copies of any material. Do not discuss any student's record with anyone outside this office (except as acceptable with authorized University officials). All student records are confidential – including those of friends, family, and classmates. If anyone asks you for information on themselves or others, please explain the confidentiality restriction and advise them to go through appropriate channels.

Any breach of confidentiality or alteration of records (paper or computer) will result in immediate dismissal from the job, and possible sanctions through the Student Code of Conduct.

If you are ever unsure about a confidentiality question, **it is always better to ask your supervisor than to guess**. For more information on students' rights to privacy, please refer to www.pdx.edu/registration/privacy.



I understand my responsibility, as an employee of Portland State University, to maintain complete confidentiality of all student records. I am aware that any breach of this policy will result in immediate termination of employment, and could involve disciplinary action by the Dean of Students.

Student Employee Signature

Date