

## FERPA Non-Disclosure Student Record and Data Access Authorization

Name:		BU ID:
Department:		
Supervisor's or Department Chair's Name:		
Classification: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Student <input type="checkbox"/> Temporary Employee/Other		
BU Login ID:	BU email:	Phone Number:
Type of Request: <input type="checkbox"/> New Account <input type="checkbox"/> Modify Existing Account <input type="checkbox"/> Delete Account		

Please complete the information above, read and sign the Confidentiality Agreement below, and submit the form to Data Trustee, Office of the University Registrar.

### Confidentiality Agreement:

All employees of Boston University (academic, administrative, staff and student workers) are required to abide by the policies and procedures governing review, release, retention and protection of student education records, including the University's Information Security Policy and Data Protection Standards. The federal regulations governing use of this data include the Family Educational Rights and Privacy Act (FERPA) of 1974, which mandates that information contained in a student's education record be kept confidential and outlines the procedures for access to and release of such information.

Access to the ***Degree Advice and the Student System Data*** will be granted to those individuals who have been determined to have a legitimate educational interest (as that term is used in FERPA) and business need for the data. Access to specific student data will only be granted with the approval of your supervisor and the appropriate Data Trustee(s) as custodian(s) of this data.

Individuals who have been granted access to any part of the student system must understand and accept the responsibility of working with confidential student records. The following rules apply:

- Your access to the system is based on your BU Login and password.
- You must use only your own account. When access to additional information or systems is needed, you may request it through your supervisor to the appropriate Data Trustee.
- You are responsible for any data that is accessed, changed or retrieved using your account.
- You are required to keep your password confidential. If you even suspect that your account or password is compromised, you must change your password immediately and notify the University Information Security Office. [www.bu.edu/tech/security](http://www.bu.edu/tech/security)
- You may not view, print, copy, update or disclose data for non work-related reasons, including curiosity, even if your permissions allow such access.
- You may not, under any circumstances, update or maintain your own record even if your job responsibilities otherwise permit access to your record.
- You are responsible for protecting all non-Public data when in use and when it is being stored or transported.
- You are responsible for adhering to all policies and regulations governing non-Public data, including but not limited to: Conditions of Use and Policy on Computing Ethics; Information Security Policy; Data Protection Standards; and Records Retention Policy.
- You may only access those records that are in the scope of your assigned responsibility for which you have authorization.

The University's FERPA guidelines are available at [www.bu.edu/reg/ferpa](http://www.bu.edu/reg/ferpa). FERPA is a federal law that requires the University to protect the privacy of a student's education records. University faculty and staff and others engaged in activities on behalf of the University will be given access to student education records on a "need-to-know" basis; access must be limited to those with a legitimate education interest in the student information accessed. The only exception to these access restrictions is student information that the University has designated directory information (unless a student has chosen to restrict access to that information). Currently, the University has designated the following student information directory information: local addresses and BU directory telephone numbers; academic program (degree, major, minor); dates of attendance; full time/part-time status; degrees, honors, and awards received; school or college; email directory lookup; listing in Commencement Programs; and listing in Bostonian Yearbook. The up-to-date list can be found at [www.bu.edu/reg/ferpa](http://www.bu.edu/reg/ferpa).

By signing this form, I agree to abide by the terms and conditions as stated above.

Employee's Signature:
Date:

Last Update: 03/18/14