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## Confidentiality Agreement for Faculty and Staff

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I understand that by virtue of employment with Lewis-Clark State College, I may have access to records that contain individually identifiable information, the disclosure of which is prohibited by the *Family Educational Rights and Privacy Act of 1974 (FERPA)*.

I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person could subject me to criminal and civil penalties imposed by the law. I further acknowledge that such willful or unauthorized disclosure also violates Lewis-Clark State College policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I understand that all information contained in Datatel Colleague, WarriorWeb, and WebCT is regulated by College policy and procedures. Any unauthorized use of these systems could result in the loss of access to student records and possibly disciplinary or criminal action.

By signing this form, I am affirming that I have reviewed and understand all information regarding FERPA provided to me by Lewis-Clark State College.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department/Division

Completed form must be returned to the Associate Registrar in the Office of Admission/Registrar by one of the following methods:

- Fax to (208) 792-2429
- Mail intercampus to the Registrar, Reid Centennial Hall, Room 108.

Questions regarding this agreement or FERPA should be directed to the Office of Admission/Registrar at (208) 792-2223 or registrar@lcsc.edu.