

PRIVACY POLICY STATEMENT

ACCESS TO CONFIDENTIAL STUDENT RECORDS BY STUDENT WORKERS

Under the Family Educational Rights and Privacy Act of 1974 (FERPA) the University has certain requirements that it must follow in regard to private information of individuals. Student workers' access to information is dependent upon a legitimate "need to know" standard. The University provides need-to-know access to personnel in the administrative offices who are responsible for maintaining information, use the information to provide a service to students and other staff, to those responsible to preparing reports on student data, and faculty and staff responsible for academic advising.

As a student worker, you are an employee of NJIT when you are working in any supervised assignment. Although you may not always have direct access to Banner or other administrative systems, you may consistently have access to, or work in the proximity of, confidential student information in various formats. By signing this statement, you agree to the following:

1. I have received and read a copy of New Jersey Institute of Technology's Privacy Act statement.
2. I will not distribute student information to anyone outside of the office to which I am assigned without my supervisor's knowledge and permission.
3. Unless otherwise specified, I will keep confidential all work done for my job assignment.
4. I understand that violating this policy may constitute a violation of federal law.
5. Any infraction of NJIT's Privacy Act statement may result in immediate dismissal from employment, and may prevent future NJIT student employment.

I HAVE READ AND UNDERSTAND THE ABOVE POLICY AND GUIDELINES

_____	_____
Name	Student I.D. Number
_____	_____
Student Signature	Date

I have reviewed the above policy and guidelines with the student employee.

_____	_____
Student Employment Staff Signature	Date