

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

Policy Number: C.800

Effective Date March 3, 2005

TITLE: Student Worker Policy Regarding Confidentiality

RATIONALE: At New River Community and Technical College there are several policies or rules concerning the confidentiality of student records. These policies concerning the confidentiality of student records should be of the utmost importance to the student worker who is working in these offices.

POLICY STATEMENT

Student workers (student workers include part-time paid student help, work-study students and student volunteers) at New River Community and Technical College are required to abide by the policies, rules, and regulations as are part-time or full-time employees of the college. According to the Family Educational Rights and Privacy Act - Buckley-Pell Amendment, Subpart D, Section 99.33, Limitations and Redisclosure:

“An educational agency or institution may disclose personally identifiable information from the educational records of a student only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the proper written consent of the parent of the student or the eligible student except that the personally identifiable information which is disclosed to an institution, agency or organization may be used by its officers, employees and agents, but only for the purpose for which the disclosure was made.”

The idea behind this section of the Family Educational Rights and Privacy Act as it pertains to New River Community and Technical College offices can be broken down into three parts. They are the following:

The institution can allow student workers to view the information for the purpose of filing (i.e., pulling records, pulling folders, or admission papers, copy and mailing of grade modifications, checking fee files of outstanding debts, etc.).

The institution cannot allow the student workers to disclose the information to any third party (i.e., “Man, you should see some of the ACT scores!”) unless prior written consent has been obtained.

The institution can use this information but only for the purpose for which the disclosure was made.

In summary, a student worker should use only the information needed to complete a given task. It is not necessary to scan an individual student's record in order to properly file the record. As an individual one might not be troubled if someone looks over her or his record. However, all student workers must be considerate of those individuals who would be troubled if he or she knew someone was looking at her or his records.

As a work-study student or other student worker, whether paid or a volunteer, the work responsibilities often expose a student to confidential student record information. In carrying out responsibilities there may be access to records of other students. Activities such as preparing records for microfilming, checking the fee hold file, reviewing admission applications, handling grade changes, etc., will often involve handling confidential information. The confidentiality of these records is covered under the Family Educational Rights and Privacy Act. Therefore, a student is required to adhere to the principles of these laws and not scan records or obtain information for personal use or purposes other than those outlined in the job responsibilities. Failure to do so may result in loss of the work position, possible expulsion from New River or to other actions as required. In the event that evidence is offered which suggests a breach of confidentiality, appropriate action will be taken. If a question or issue regarding the security of student records arises, it should be directed to their supervisor for clarification.

RELATED POLICIES:

RESPONSIBLE OFFICE: Vice President for Student Services