

Atlantic Cape Community College Records Privacy Statement

Your employment with Atlantic Cape Community College may expose you to confidential paper and electronic records. Accessing institutional information sources such as SIS, FRS, HRS, Colleague and paper records carries an expectation of legal, moral and ethical adherences.

Data users shall:

Access institutional information for college business only.

Respect individual confidentiality and privacy at all times and adhere to ethical standards for data use.

Abide by laws and policies that address information access, use or disclosure.

Familiarize themselves with the Family Educational Rights & Privacy Act (FERPA) and its provisions regarding student records.

Expressly forbidden is the disclosure of limited-access records (example: education records) or the distribution of such data in any medium except as required by an employee's job responsibilities.

Also forbidden is the access, use or change of any institutional data for one's own personal gain or profit, or the personal gain or profit of others, or to satisfy one's own personal curiosity.

Failure to adhere to the provisions of this policy shall result in disciplinary action.

Data requests from outside the institution are subject to completion of the *Government Records Request Form*, available from the Human Resources Department and online at www.atlantic.edu.

I have read and understood the Atlantic Cape Community College Records Privacy Statement.

Signature _____ Date _____

Printed Name _____ Initials of Witness _____

Submit this completed form to Human Resources.