



I understand that in my capacity as a student employee at a college of The City University of New York, whether as a full-time, part-time, work-study student or otherwise, I may have access to confidential and private records of students, faculty, staff, and applicants for admission or employment. I understand that I am not permitted to discuss or share this information with other students, friends, family, or other employees. I understand that under the policies of The City University of New York, as well as Federal and State privacy laws, these records are protected from disclosure to third parties unless pursuant to narrow exceptions. Student records in particular are protected by The City University's Student Records Access Policy and the United States Family Educational Rights and Privacy Act (also known as "FERPA" and the "Buckley Amendment").

I understand that if as part of my job responsibilities I am supposed to release information regarding students, faculty, staff, or applicants for admission or employment, I will receive specific written instructions from my college supervisor. I understand that I must ask my college supervisor for instructions if I have any questions about the release of information regarding any student, faculty or staff