



GEORGIA INSTITUTE OF TECHNOLOGY

Acknowledgment of FERPA Requirements for Access to Student Information

Authorizing Administrator: Reta Pikowsky, Registrar Phone: 404-894-4181

Family Educational Rights and Privacy Act of 1974

All student information contained in Georgia Tech data systems (Banner and other systems) as well as that stored in other formats is accessible only to those whose job requirements provide a legitimate educational need to have access to such information. Much of the student academic data is covered by the dictates of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA) which protects student rights with regard to educational records maintained by the institution or its agents.

All student data should be considered *confidential* and no personally identifiable information should be released without the written consent of the individual student. The intentional or non-intentional disclosure of this information to any unauthorized person by an individual could subject them to disciplinary action. Such willful or unauthorized disclosure violates Georgia Tech policy and could constitute just cause for disciplinary action including termination of employment regardless of whether criminal or civil penalties are imposed.

Failure to comply with FERPA guidelines could adversely impact the privacy rights of students, could cause loss of access privileges to the individual, and cause possible loss of federal funds to the Institute. All employees who have access to or handle student data in any way are expected to remain mindful of these requirements and engage in business practices that ensure compliance.

More information on FERPA and Georgia Tech's policies are available at:
<https://registrar.gatech.edu/current-students/privacy-and-students-rights>

I certify that I have read and understood the above before signing.

Signed: _____ Date: _____

Print Name: _____ Department: _____

Employee/GT ID Number: _____