

## **Statement of Confidentiality**

I understand that any and all information that I receive from the Office of Planning, Analytics and Decision Support is considered confidential. I recognize that I, at any time and inadvertently, may be made aware of private information pertaining to a student.

As a recipient of this data and employee of Lander University, I acknowledge that I must comply with the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA is a federal law that protects the privacy of student education records.

I understand that I have the responsibility and duty to protect the privacy of current and former students. I understand that the data I obtain is for institutional use only and that I will not copy or disseminate this information to any other person or entity without prior authorization.

I further understand that the unauthorized release of such information, whether to parties internal or external to Lander University, is strictly prohibited. If I am in doubt about a request for information, I understand that it is my responsibility to discuss the request with the Assistant Vice President for Planning, Analytics and Decision-support prior to a decision to the release of any information.

My agreement denotes that I have read and understand this Statement of Confidentiality and that I agree to consider all information pertaining to this competition that I become aware of as strictly confidential.