



FERPA Acknowledgment and Confidentiality Agreement

Volunteers may need to access scholar data while assisting school personnel. It is crucial to understand that the Family Educational Rights and Privacy Act (FERPA) protects scholar data from unlawful use and disclosure.

I, _____, a volunteer at Great Hearts Lakeside, have attended or watched the Volunteer Training with Headmaster Cannon. I UNDERSTAND and ACKNOWLEDGE that:

- ❖ By virtue of my volunteer work at Great Hearts Lakeside, I may have access to records which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974 as amended:
- ❖ I am not authorized to access records where I do not have a legitimate educational interest (need-to-know) in order for me to fulfill my volunteer responsibilities or duties.
- ❖ Scholar information from any source and in any form is confidential, must be kept confidential, and is available to me solely for the performance of my duties as a Great Hearts Lakeside volunteer.
- ❖ Not sharing private/confidential information is a serious responsibility in the performance of my duties and any questions that I have regarding the Confidentiality Policy should be directed to the Great Hearts Lakeside administration
- ❖ Disclosing this information to any unauthorized person could subject Great Hearts Lakeside to sanctions imposed by the Secretary of the United States Department of Education.
- ❖ Intentionally disclosing this information to any unauthorized person makes me subject to possible criminal and civil penalties imposed by law; and
- ❖ Such willful or unauthorized access or disclosure also violates Great Hearts Lakeside's Confidentiality Policy and constitutes just cause for restrictions from volunteering and possible disciplinary action regardless of whether criminal or civil penalties are imposed.

Therefore, I, agree:

- ❖ TO PROTECT the privacy and confidentiality of scholar information to which I have access and to use it solely for the performance of my volunteer duties; AND
- ❖ NOT TO ACCESS information about scholars outside of my unit of responsibility.