

Virginia Tech
Recreational Sports
Student Employee
Statement of FERPA Understanding

First and Last Name

ID Number

Email

Phone

I understand that by the virtue of my employment with *Recreational Sports* at Virginia Tech, I may have access to confidential and private records of students, faculty and staff and/or university.

I understand that these confidential and private records may include sensitive data as well as photos. Photos and data shall not be shared or disclosed in any manner including but not limited to email, text, social media, or conversation. I also understand that at no point I should take photos of individuals that are participating in Recreational Sports programs and facilities without written consent of participants and Recreational Sports.

I understand that under federal law (*Family Educational Rights and Privacy Act of 1974*) and university policy, student records are protected from disclosure to third parties unless pursuant to narrow exceptions and that other confidential records must not be disclosed.

I agree to maintain the confidentiality and privacy of all such records during and after my period(s) of employment at Virginia Tech Recreational Sports. I shall not, directly or indirectly, communicate to any other person than my supervisor(s), or an individual approved by my supervisor(s), any information concerning such records.

I further acknowledge that such willful or unauthorized disclosure also violated Virginia Tech policy and could constitute just cause for disciplinary action including termination of my employment with Virginia Tech Recreational Sports or prohibition of future employment.

Date

Student/Employee Signature