

# Student Statement of Confidentiality & Responsibility

Fairfield University  
Federal Work-Study Program

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The Family Educational Rights and Privacy Act (FERPA) is a federal law that was enacted in 1974 which guarantees the confidentiality of a student's records. As a student-employee of both Fairfield University and the Federal Work-Study (FWS) program, it is critical that you become familiar with and fully understand both the University's and federal government's policies on confidentiality, responsibility and privacy during employment.

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## Privacy & Rights:

As a federal work-study student, it is expected and required that you:

- f* Must not, under any circumstances, release to any person(s), information about a student, staff, administrative or faculty member unless your FWS position specifically requires you to do so and you were provided instruction by your direct FWS Supervisor
- f* Must refer requests for information about a student, staff, administrative or faculty member to your FWS Supervisor to ensure that you do not violate any Fairfield University or FWS department confidentiality policies
- f* Avoid acquiring student records of any kind that you do not need in

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