

Student Record Security and Confidentiality Agreement

1. Student Disability Services (SDS) insures that all information obtained from students or other sources is considered confidential.
2. All confidential disability-related information is housed at Student Disability Services and secured in locked cabinets with limited key access.

Records in student files may include, but are not limited to: health professional evaluation reports; high school transcripts and academic worksheets; Individualized Education Program documentation; autobiographical essays; SDS intake packages; copies of notices of admission; checklists; questionnaires; advising forms; physicians' statements and letters of recommendation; counseling interview notes and referrals; and any related documentation and/or correspondence.

3. Student files can be accessed only by SDS staff members. Faculty does not have access to student disability files. However, one exception is disclosure to other university officials who have been determined to have a legitimate "need to know" interest in the information.
4. Disability-related documents created by the SDS will not be released to an outside third party without the written consent of the student.
5. Disability-related documents obtained from a third party (i.e. medical records, diagnostic reports) will be released only to the student with the appropriate written authorization.
6. Any information regarding a disability obtained from the student or other sources shall be considered confidential.
7. Information regarding a student's disability cannot be shared WITHOUT prior written permission.
8. Neither disability nor the use of accommodations is noted on a student's transcripts.
9. Students have the right to review the contents of their files with an SDS staff member.
10. Electronic records are kept on a secure server to which access is only granted to SDS staff.
11. Neither the identity of students with disabilities, nor information about them, is to be disclosed to callers unless it can be determined that the student has given a release to speak to that specific caller. No confirmation that SDS is providing services for the student can be given without a signed release form. If time is needed to check releases or to speak with the student, a message can be taken.
12. SDS staff are required to sign confidentiality agreements and undergo confidentiality training when hired, and on an annual basis at the time of the personnel evaluation.

13. Peer mentors and student workers do not have access to student files, but are required to sign confidentiality agreements and undergo confidentiality training with regard to any information they learn in the course of their volunteer time or practicum experience.
14. SDS may charge a reasonable fee for copying records.
15. If a student wishes to have a record expunged, he/she must make a written request to the director who will make a determination.
16. SDS will retain a copy of all disability records for seven years after the semester of last enrollment.

The college will not be responsible for the replacement cost of any medical or disability-related documentation destroyed pursuant to this policy, or for any new documentation that may be required in order for a student to re-apply for accommodations. For this reason, students are encouraged to retain copies of their own medical records and disability-related records.

17. The confidentiality policy remains in effect after graduation.

SDS Staff Signature Date

SDS Student Worker or Volunteer Signature Date

SDS Director Signature Date