

STANFORD UNIVERSITY



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Confidentiality Agreement for students employed in the Department of Anthropology (Administrative)

The Department of Anthropology employs students to work in a variety of capacities throughout the academic year. They can be assigned duties in any of the areas for which the Anthropology Department is responsible. These areas include, but are not limited to collection of student information, graduate admissions, faculty information, faculty search documents, faculty research, departmental finances, Time Schedule and Stanford Bulletin preparation and classroom and examination scheduling.

The student employees in the Department of Anthropology are expected to abide by confidentiality policies regarding student and faculty information in the same manner as regular Stanford University employees. Students' educational records are protected under the federal Family Educational Rights and Privacy Act of 1974. Information specifically designated as Directory Information usually may be disclosed or released, but all other information regarding students, whether in hard copy, in a computerized database, or in digitalized format, is confidential and may not be disclosed or released except to Stanford University employees who have a legitimate educational interest in the information or to the student himself or herself.

Questions about the disclosure or release of any departmental-related information must be referred to a supervisor in the Department of Anthropology, but in sum, no information may be shared with other students, Stanford employees who do not have a legitimate educational interest in the information, parents, friends, the media (including the Stanford Daily), the general public, or any other person, group, or organization.

By signing this agreement, I acknowledge that I understand my obligation to protect the privacy rights of students and to maintain the confidentiality of faculty and departmental information. I also understand that failure to meet my obligations will result in my dismissal from employment in the Department of Anthropology and could constitute just cause for student disciplinary action.

Name (printed) _____ Signature _____

Date _____ Student ID # _____

Supervisor _____ Date _____