

University of Hawai'i
SECURITY/NON-DISCLOSURE AGREEMENT FOR
NATIONAL STUDENT CLEARINGHOUSE

Access to personally identifiable information from student education records maintained as part of the National Student Clearinghouse database is subject to the requirements of the Family Educational Rights and Privacy Act (codified in 20 U.S.C., section 1231g.) as amended; federal regulations adopted by the U.S. Department of Education to implement this act (codified in 34 C.F.R., section 99.1-99.67), as amended; Chapter 20-20, Hawai'i Administrative Rules, entitled "Protection of Educational Rights and Privacy of Students;" and UH Administrative Procedure A7.022. Information related to student academic performance may be accessed by approved users of the National Student Clearinghouse database in accordance with the following stipulations:

1. This information will be used solely for curriculum analysis and educational improvement.
2. Personally identifiable information may not be re-disclosed to any other person except authorized education officials with a legitimate educational interest. (See UH Administrative Procedure A7.022 for the definition of authorized education officials.)
3. The mention of any personally identifiable information in all written reports, proceedings, memoranda, and minutes is prohibited.
4. Personally identifiable information contained in printed form shall be stored in a secure location.
5. When personally identifiable information is no longer needed, it shall be destroyed in a manner that is consistent with the confidential nature of its content.
6. Each user is responsible for maintaining the integrity and security of his or her individually assigned account, ID/password, or other user identifier. Such individually assigned identifiers shall not be communicated by any means to any other person.

I agree to the above stipulations and understand that any unauthorized disclosure of student information may subject me to legal action and University of Hawai'i sanctions including denial of further access.

Signature

Date

Title