

COLLEGE OF WILLIAM AND MARY BANNER ACCESS CONFIDENTIALITY AGREEMENT

The College of William and Mary designates the following items as **Directory Information**. The College may disclose any of those items without prior written consent of the subject unless notified in advance and in writing by the student or employee not to disclose these items. Requests for non-disclosure are in effect from the date received in writing by the College from the student or employee. Requests for non-disclosure remain in effect until rescinded in writing by the student or employee.

Directory information for students:

- student name
- addresses, email addresses, and associated telephone numbers
- date and place of birth
- dates of attendance
- major and/or minor fields
- degrees and awards received
- previous schools attended
- participation in officially recognized activities and sports
- weight and height of members of athletic teams

Directory information for employees:

- employee name
- employee college email address
- employee college telephone number
- employee college building and room
- employee position title and job role title
- dates of employment
- degrees received

All other personally identifiable information regarding students or employees is **confidential information**. Disclosure or release to unauthorized persons (verbally, in electronic form, or in writing) of confidential information that is directly identified or identifiable to specific individuals is prohibited unless the College receives written approval to disclose the information from the student or employee. Failure to safeguard confidential information may result in disciplinary action up to and including dismissal.

Confidential information can be provided only to persons authorized to have access to institutional data, or who require institutional data to perform College sanctioned tasks associated with their positions. Confidential information may be reported to external agencies or persons without approval from associated individuals in compliance with state and federal law or court order. Subject to the approval of the Office of Institutional Research, limited disclosure of confidential information without the approval of the associated individuals may be provided to researchers under special agreement.

I, (print or type name) _____, have read the above guidelines regarding directory and confidential information. I understand my obligation and liability as an authorized person to access these data. I will not disclose confidential information to anyone except when required in the performance of my job.

USER'S SIGNATURE:

DATE: _____