

## **CONFIDENTIALITY**

It is the policy of the Founders to respect the privacy, dignity, and confidentiality of all students and employees at Founders. This policy covers employee/personnel records, student records, medical information, and other personally identifiable sources of information. It is the policy of the Founders that such personally identifiable information should only be viewed or received by someone with a legitimate educational interest in viewing or receiving the information, as well as those officials involved in a supervisory capacity over the school in which the students are enrolled. All Founders employees and Board of Trustees shall comply with the Family Educational Rights and Privacy Act (FERPA).

The Policy Committee and Dean will develop any necessary procedures for the implementation of this policy. The citation for FERPA is 20 U.S. Code 1232g:  
<https://www.law.cornell.edu/uscode/text/20/1232g>

Legal Reference: Family Educational Rights and Privacy Act (FERPA)

Policy Committee Approved: April 12, 2018

Board Approved: June 20, 2018