

## Confidentiality

Marketing assistants are required to maintain confidentiality. The information you are dealing with is extremely sensitive and any breach of confidentiality could lead to lawsuits against Ole Miss and/or you. Therefore, any breach in confidentiality will result in immediate dismissal.

Your position as an MA allows you to have access to student records in StarRez. Due to the confidential nature of the data, there are guidelines that you must follow as part of your job responsibilities.

1. Information in StarRez is strictly confidential. Information pertaining to prospective, future, current, or past students is not to be viewed or used for personal reasons (e.g. looking up addresses or phone numbers of friends). Such actions would result in a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).
2. Information about a prospective student may not be given to or discussed with parents, relatives, friends, representatives of organizations, or any individual other than the prospective student him/herself. Such actions would result in a violation of the Family Education Rights and Privacy Act of 1974 (FERPA).
3. Only information required by your job responsibilities as designated by your supervisor is to be viewed.
4. Unless directed by your supervisor, do not alter any student information.
5. The marketing long distance phone code is confidential and must not be shared or given to anyone else. Personal use of the long distance code is strictly prohibited. Unauthorized use of your long distance code will result in immediate dismissal.

I have read and I understand and agree to abide by all of the above policies and guidelines at all times while employed as a marketing assistant in the Department of Student Housing.

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Name

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Date