FERPA STUDIES/RESEARCH EXCEPTION AGREEMENT

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, is a Federal privacy law. The University of New Mexico FERPA policy can be found here. FERPA and its implementing regulations in 34 CFR part 99 protect the privacy of students' education records and afford students who attend an institution of postsecondary education certain rights to inspect and review education records, to seek to amend these records, and to consent to the disclosure of personally identifiable information (PII) from education records. The general rule under FERPA is that PII from education records cannot be disclosed without written consent. However, FERPA includes several exceptions that permit the disclosure of PII from education records without consent. This document is based on requirements specified in the implementing regulations (34 CFR Part 99), and will be retained to confirm compliance with those requirements.

Study and Methodologies

Study Name	Contact Name(s) & Email(s) Please specify Primary, Data Custodian, and Data Analyst(s), if different

Scope	Sponsoring Program/Unit

Purpose	

Duration	Method & Proof of Data Destruction

Personally Identifiable Information to Be Used List each separately		

Method of De-identification	Data Security Methodology

Statements of Agreement

By checking the boxes below, and by my signature, I agree to abide tby the following FERPA studies exception implementation regulations and The University of New Mexico:

☐ I will not re-disclose any PII to which I have access for the purpose of this study. I will use the PII only to meet the purposes as stated above and will amend this agreement should the purpose of use within the study change. I will not use this PII for any purpose outside this study.

☐ I will take any necessary steps to maintain the confidentiality of the PII. I will notify the student data custodian named below in the case of a data breach and follow the necessary notification protocols

☐ I acknowledge the right of the data custodian named below to audit the maintenance of and access to PII used for this study. I will notify the data custodian in advance of any publication and permit review of final materials to ensure that PII remains confidential. I understand that this document may be published or shared with students whose PII is made available for this study.

☐ I will abide by each of the agreed-upon methodologies above. Should changes become necessary, I will contact the data custodian immediately to request amendment.

_____ _____ _____
Requestor Name   Requestor Signature   Date

_____ _____ _____
Data Custodian Name   Data Custodian Signature   Date

_____ _____ _____
FERPA Officer Name   FERPA Officer Signature   Date

For Office Use Only:

☐ Approved

☐ Denied

☐ Consent Not Required Under FERPA