Center Annual Notice

The *Family Education Rights and Privacy Act (FERPA.)* gives us guidelines for the maintenance of student's records. This Guideline addresses *privacy* and not *confidentiality* issues for CPE Student's records in PeaceHealth Sacred Heart Medical Center's (PHSHMC) Clinical Pastoral Education Program.

This ACPE CPE center/program guarantees to its students the rights to inspect and review education records, to seek to amend them, to specified control over release of record information, and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

At this CPE site, we publicize this *Annual Notice* informing you of our protocols for the handling of your record. **A student record is** any record (paper, electronic, video, audio, biometric etc.) directly related to you as a student, or from which your identity could be recognized indirectly. You own the information about you, and we want you to know what is being collected, stored and how your documents are to be used and kept private within our center. Student personal records will not be released without the written consent of the student.

Application Material - Any material submitted in or with your application and references may be viewed by the CPE Supervisors, local Professional Advisory Group for admission into our program center and/or site or those with a legitimate educational interest.[1]

For each student admitted - we keep the ACPE face sheet with directory information and the ACPE Use of Clinical Materials Consent form indefinitely. We keep the CPE Educator's evaluation report and your own final evaluation report, if submitted, for six years. This information will not be available to anyone else except with your written permission.

For students not admitted - Application materials from students that were not accepted into our program are subject to Oregon state privacy laws. These will remain private, outside of the reviewing committee, and will be destroyed after the beginning of the unit applicable.

Directory Information is intended for public distribution and can be released without your consent unless you opt out. (See below). Examples of directory information include home and school address, completion of school, certificate and/or degree. In ACPE it applies to CPE information about the student (name, address, denomination, and unit of CPE successfully completed) that will be sent to the ACPE office on a student unit electronic report at the completion of each unit of CPE. Current students can restrict directory information and/or record access at any time during attendance. Restrictions will be honored even after the student's departure.
Note - Former students cannot initiate new restrictions after departure.

PeaceHealth CPE student file protocols

1. A copy of the CPE Educator's evaluation report will be given to the student within 21 days of the end of the CPE unit.
2. PHSHMC student files will be maintained for a period of six (6) years. The student has the responsibility to maintain his/her own file for future use.
3. All student files are to be released only after:
    - The student's written, signed, and dated consent is received, specifying which records are being disclosed, to whom, and for what limited purpose.

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- Students have received and signed the *Annual Notice.*

4. *It is the student's responsibility to keep copies of their evaluations for future use.* PHSHMC will not keep a permanent file with evaluation reports past the six (6) year limit.
5. All student records are kept in locked private files. Electronic records are password protected.
6. If this CPE program closes, PeaceHealth will arrange for the secure storage of student files in accordance with applicable local/state laws.
7. **A student has the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.**
8. A student may request access to their file by written request. Students will be able to review their record within 45 days of request or less. Record inspection will not be denied based on the student's inability to come to the site or outstanding financial obligations. If there is any outstanding financial obligation, the copy sent will read "not available for official use."
9. CPE students are expected to give written consent for copies of the educator's evaluation reports (and their own if applicable) to be sent to their theological school.
10. Exceptions: Certain exceptions concerning the release of information exist to protect the health or safety of the student or others, and for the purpose of accreditation or complaint review, or as required for legal processes. Before releasing any material in these circumstances, we would consult with the ACPE Executive Director. In addition, if there are outstanding financial obligations, any copy made of the record will be marked "not available for official use."

Violations of these protocols may be reported to the Chair of the Accreditation Commission at: ***ACPE, Inc., 1 Concourse Plaza., Suite 800, Atlanta, GA 30038.*** **P: 404.320.1472** acpe@acpe.edu

[1] *Legitimate educational interest* includes consulting a student's record when the student (a) expresses interest; (b) is currently enrolled in CPE at the center; (c) requests a copy of his/her record.

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