

## FERPA Overview for Non-University Employees

UAA works hard to prove to students that we are serious about protecting their personal data. All active UAA employees that interact with student information must complete FERPA training annually in the [myUA Learning Library](#) under FERPA is a student who

student.

The department/college should store this completed form in a secure location throughout the duration of the individual's relationship with the unit. Once all business needs have been met, the form can be securely deleted/shredded. The Registrar's Office does not need a copy of this form.