

## **Annual Notice Regarding CPE Records at Stanford Health Care**

Stanford Health Care (SHC) guarantees to its ACPE students the rights to inspect and review their education records, seek to amend them, to specify control over release of their record information and to file a complaint against the program for alleged violations of these Family Education and Privacy Act (FERPA) rights.

### **I. Directory information:**

Directory information is student information not generally considered harmful or an invasion of privacy if released. It includes the student's name, address, email, telephone number, date of birth, religious preference and/or denomination, previous education, and may include a photo.

The student's name, address, denomination and unit of CPE successfully completed will be sent to the ACPE office on the ACPE Student Unit Report at the completion of each unit of CPE.

All other information is released only with the student's written, signed, dated consent specifying which records are being disclosed, to whom, and for what limited purpose.

Students can restrict or opt out of the release of directory information by giving a written and signed memo to our ACPE Supervisor.

### **II. Student Record:**

At the conclusion of each unit of CPE training at Stanford, written final evaluations are completed by the student and the supervisor and together these constitute the unit evaluation. Each CPE student will be provided a written evaluation from her/his supervisor, within forty-five (45) days of the end of the unit of training. The student may pen a response to the evaluation, if s/he so desires, and this written response will then be included with the supervisor's evaluation. A copy of the ACPE supervisor's evaluation report will be given to the student. The supervisor's evaluation, the student's evaluation, and the ACPE application face sheet are part of the student record.

An ACPE student record here at SHC is any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized. In addition, our student records are maintained by our ACPE Supervisor here at SHC or a person acting on behalf of SHC.

A program report is registered with the national ACPE office which gives the student's name and the successful completion of a whole or half unit of CPE.

### **III. Records Management:**

SHC will keep student records for at least ten years. The materials are retained in the secured CPE program file located at Stanford Hospitals and Clinics, Spiritual Care Service, 300 Pasteur Drive, Stanford CA. These records shall not be open to anyone outside the ACPE Center except with the student's written request unless the release of the information would 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. After ten years, SHC will destroy the student record except for a face sheet with identification information.

If and when our ACPE program closes, the Regional Accreditation Chair arranges the secure storage of all student records of the closed program. The Accreditation Commission Chair and ACPE office will be informed of the records' location.

Students will be able to review their record within no more than 45 days of their request. Record inspection cannot be denied based on the student's inability to come to our Center or outstanding financial obligations. In the latter case, we

will note on the copy sent, “not available for official use.” When a student record contains identifiers of another student, those will be redacted.

Students are responsible for maintaining their own files for future use. We will not keep a permanent file or evaluation reports. CPE students are expected to give written consent for copies of the supervisor’s evaluation reports (and their own if applicable) to be sent to individuals or their theological school.

A student has the right to object to the record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempted from this right.

Health records (mental and physical) must be kept in locked; limited access files separate from other student records. Their use and release is also subject to ADA and HIPPA regulations. Certain safety and employment records are also subject to other federal regulations and state laws and are kept separately.

Material written by students, such as verbatim pastoral care reports and case histories that contain information about other persons, including other students, will either be destroyed or, if they are part of the student’s record, will have the identifiable information about everyone other than the student redacted.

Supervisory Notes are process notes kept by our ACPE supervisor. These process notes are for the exclusive use of the supervisor and are not considered a part of the student’s record. They are kept separately from the student record.

Persons seeking certification as an ACPE supervisor shall not use personally identifying material about CPE students without the written permission of the student. In short, either the identity of the student must be redacted or the student must give written permission to use the material.

#### **IV. Access to student record:**

All of our ACPE Student Records are kept in a locked file cabinet in our office of our ACPE Supervisor. Only education officials have access to our student records based on their role within our Center. The Supervisor of our ACPE program, the administrative assistant and any ACPE supervisor or ACPE student in supervisory education may have access to the Student file.

Based on legitimate educational interest for selection, assessment, and evaluation of students, if information in student records or in our ACPE supervisor’s records is considered of research value, the Student files maybe accessed by another ACPE Supervisor desires to collect and use the students material for research, a release form will be made available for the student's signature. No personally identifiable material will be used for research without the student's written permission for its use.

**V.** Violations of these protocols may be reported to the Chair of the Accreditation Commission at: *ACPE, One West Court Square, Suite 325, Decatur, GA 30030.*