

**Office of the Ombudsperson at The University of Texas at Austin
Contact Information and Release Form**

Name: _____ EID: _____

Email address*: _____

*Email is not a confidential form of communication. Please check here if you do NOT want us to email you.

Main phone # _____ OK to leave message? Yes No
Alternate phone # _____ OK to leave message? Yes No

Confidentiality Policy

This is important information regarding our Confidentiality Policy. Carefully read and initial the following statements, then sign the Confidentiality Release and Records Release. If you have *any* questions, please do not hesitate to ask.

The Office of the Ombudsperson, as a neutral third party, has the responsibility of maintaining confidentiality, to the extent allowed by law, concerning matters brought to the Office of the Ombudsperson *unless* given permission to do otherwise by the person requesting assistance, *or* in situations where the Office of the Ombudsperson believes there is an imminent risk of serious harm or a criminal act may have occurred.

_____(please initial): I understand the staff of the Office of the Ombudsperson may include interns, volunteers, and/or student employees, and that all such staff members must adhere to the Confidentiality Policy.

_____(please initial): I understand the Office of the Ombudsperson reserves the right to decline any case, and reserves the right to close any case in which the Office of the Ombudsperson believes no further action should be taken, or any case in which the Office of the Ombudsperson has been unable to reach the student requesting assistance for over two weeks.

_____(please initial): I understand the Office of the Ombudsperson is not considered a University official for the purposes of reporting and disclosing matters of discrimination and/or harassment except as required by law.

_____(please initial): I have received a copy of the Principles of the Office of the Ombudsperson at the University of Texas at Austin.

_____(please initial): I understand the Office of the Ombudsperson keeps statistical records for the purpose of reporting trends and recurring complaints to the University, and that such records are subject to the federal Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act (see below).

The Family Educational Rights and Privacy Act (FERPA) and the Texas Public Information Act, with a few exceptions, give you the right to be informed about the information that the University of Texas at Austin collects about you, and to request a copy of that information and to have the University correct any of the information that is wrong. You may request to receive and review any of that information, or request corrections to it, by contacting the University's Information Officer, Office of Financial Affairs, PO Box 8179, Austin, Texas, 78713, or by email at cfo@www.utexas.edu

Confidentiality Release: I, _____, have read, understand, and agree with the Confidentiality Policy of the Office of the Ombudsperson. My signature below authorizes any action(s) the Office of the Ombudsperson deems necessary to fulfill its role. This may include discussions with individuals and disclosure of information to the extent necessary to fulfill duties.

Signed: _____ Date: _____

Records Release: I, _____, authorize the Office of the Ombudsperson to view any and all files and electronic documents to the extent necessary to fulfill duties pertaining to my status as a student at the University of Texas at Austin.

Signed: _____ Date: _____

