

**ANNUAL PRIVACY NOTICE**

This CPE Center will protect the privacy concerns of each student through careful and confidential record keeping. Further, that, if accepted, the Center's "directory information" (meaning a student's name, faith affiliation, previous pastoral position, previous education, photo, gender and the exact level and type of unit in which the student is enrolled) is NOT considered private and may be released to institutional (internal communication) sources or through public media (such as newspapers or websites). If a student does not wish the Center to disclose directory information, the student must indicate such in writing within one week from the first day of the unit. Students have the right to restrict their directory information at any time. Students also have the right 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. Students have the right to object to record content. If not negotiable, the written objection will be kept with and released with the record. Grades are exempt from this record.

Violations of these protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 55 Ivan Allen Jr. Boulevard, Suite 835, Atlanta, Georgia 30308

This is in compliance with the Association for Clinical Pastoral Education (ACPE) Standard 304.4. This policy also complies with Accreditation Manual, Appendix 7B in order to meet requirements of the Family Education Rights and Privacy Act (FERPA).

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**ANNUAL PRIVACY NOTICE RECEIPT**

I have received and read the Annual Privacy Notice before the beginning of my CPE unit with the Spiritual Services Department at Baystate Medical Center.

Please print your name here and sign below: \_\_\_\_\_.

\_\_\_\_\_

**Signature**

**Date**

Please keep a copy for your own file and send one copy along with the acceptance letter back to:

CPE Program Supervisor  
Baystate Medical Center  
759 Chestnut Street  
Springfield, MA 01199