

Goodwin House Clinical Pastoral Education Annual Notice

Goodwin House ACPE CPE Program guarantees to its students the right to inspect and review education records, to seek to amend them, and to specify control over release of record information. For more information about our record management processes, please see the policy in the student handbook. These records are divided into two categories: Directory Information and Student Records.

Directory information is student information not generally considered harmful or an invasion of privacy if released without specific consent (unless a student opts out). Common directory information includes: name, address, email, telephone, date of birth, religion, previous education and photograph. This information may be used by GH CPE Program to contact alumni after graduation, or for promotional outreach from GHI. Current students can restrict directory information and/or record access at any time during attendance. Restrictions must be honored even after the student's departure. Former students cannot initiate new restrictions after departure. 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.

Student Records: ACPE defines a student record as any record (paper, electronic, video, audio, biometric, etc.) directly related to the student from which the student's identity can be recognized; and maintained by the education program or a person acting for the program. At Goodwin House CPE, student records include: CPE application cover page, educator final evaluation, student final self-evaluation, acceptance letter, and any pertinent written correspondence.

The Goodwin House Director of Clinical Pastoral Education is the custodian of student records. Student records are kept in a filing cabinet in the CPE Director's office. Students can review their own records by contacting the GH Director of CPE. 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. When it is time for records to be destroyed, they will be professionally shredded and discarded.

Please continue on next page.

Goodwin House CPE will retain the following items indefinitely:

1. The application face sheet
2. The Use of Clinical Materials Consent Form

Goodwin House will retain the following items from the student record for ten (10) years:

1. Certified Educator's end of unit final evaluation
2. Students' end of unit final self-evaluation

Violations of **Annual Notice protocols may be reported to the Chair of the Accreditation Commission at: ACPE, 55 Ivan Allen Jr. Boulevard, Atlanta, GA 30308.**