

Code of Responsibility for Security and Confidentiality of Data

Both federal law (the *Family Educational Rights and Privacy Act of 1974*, as amended) and state law are in effect to ensure the security and confidentiality of information used in our operations. Thus, security and confidentiality is a matter of concern for all employees within the Office of the Registrar and any other persons who have access to our data systems or physical facilities. Each person working in the Office of the Registrar or who has direct access to student records holds a position of trust relative to this information and must recognize the responsibilities entrusted to them and this office in preserving the security and confidentiality of this information. Therefore, each employee of this department, and any person authorized access to any information through the facilities of this department is:

1. Not to make or permit unauthorized use of any information.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them by virtue of their work assignment and in accordance with university and office policies.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with university and office policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate or misleading entry.
5. Not to remove any official record (or copy) or report from the office where it is kept except in the performance of their duties.
6. Not to operate or request others to operate any university equipment for purely personal business.
7. Not to aid, abet, or act in conspiracy with another to violate any part of this code.
8. To immediately report any violation of this code to his or her supervisor.

While your supervisor can assist you in understanding these policies and how we must operate within them, you should become familiar with its provisions, particularly those regarding required consent to release information, the list of information which can be released for currently enrolled students without consent, and how information is designated when the student has indicated that it cannot be released.

When the student has chosen to indicate information is not to be released, the requestor should be advised "that we are unable to release any information" and be given no indication of whether or not you may have any information on the person. You are advised to refer any questions or requests for information that you are unsure of to your supervisor.

As custodians of official university records, we all share the responsibility for ensuring the security and privacy of the records and data we maintain. Please study the attached document and, after you have read it, sign the statement below. This acknowledgement will be retained in your personnel file.

A violation of this policy may lead to reprimand, suspension, dismissal or other disciplinary action, consistent with the general personnel policies of the university, and the Code of Student Conduct for student employees.

In addition, the State Revised Code specifies:

"No present or former public official or employee shall disclose or use, without an appropriate authorization, any information acquired by him in the course of his official duties which is confidential because of statutory provisions, or which has been clearly designated to him as confidential when such confidential designation is warranted because of the status of the proceedings or the circumstances under which the information was received and preserving its confidentiality is necessary to the proper conduct of government business."

Conviction for violation of this statute is a first degree misdemeanor (up to 6 month imprisonment and/or \$1,000 fine).

I hereby affirm that I have read the FERPA Basics and the foregoing statement. I understand the obligations imposed by these documents and will comply with the standards and requirements contained therein. I have retained in my possession a copy of the document for future reference.

LAST NAME	FIRST NAME	DATE
WORK-STUDY		SIGNATURE
STUDENT ID		

Integrating Faith in Learning, Leading and Serving