

**Office of the University Registrar
(Employees' *Responsibility for Security and
Confidentiality of Education Records)**

Security and confidentiality of student education records is a matter of concern for all employees who have access to files or the computerized databases owned by University offices. The databases are a repository of computerized information stored in the centralized computer system of the University and maintained by the owners.

Each person working with the system holds a position of trust and must recognize the responsibility of preserving the security and confidentiality of the information. Since a person's conduct either on or off the job may threaten the security and confidentiality of the information, any employee or person with authorized access to the system is expected to perform his/her duties in accordance with the following directives:

- To protect each student's right to privacy and confidentiality.
- To deny information to individuals who have no legitimate educational interest in student records.
- To keep personal passwords private. Passwords are not to be written down or shared with others.
- Always to sign off or electronically lock your terminal when leaving the immediate area.
- Not allow any operator to use a terminal that has been signed on under any other operator's logon ID and password.
- Not to make or permit unauthorized use of any information in the files.
- Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- Not to exhibit or divulge the contents of any records or report to any person except in the conduct of one's regular work assignment.
- Not to include knowingly or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not to remove any official record or report (or copy) from the office where it is kept except in performance of regular duties or in case with prior approval.
- Not to operate or request others to operate any University data equipment for purely personal business.

- Not to aid, abet, or act in conspiracy with any other person to violate any part of the aforementioned directives.
- To report immediately any violation of these directives to the supervisor.

Violation of this code may lead to suspension or dismissal consistent with the general personnel policies of the University.

*Regular employees and student assistants.

I have read PS-30 (Privacy Rights of Students (Buckley Amendment)) and the *Guidelines for the Release of Student Information Under the Family Educational Rights and Privacy Act (FERPA)* for employees who have access to the facilities of the various University student databases or other student records and agree to comply with its provisions.

Signed _____ Date _____

This form should be maintained for all employees and kept on file with the employing department.