

## Code of Responsibility for Security and Confidentiality of Data

Both federal law (the Family Educational Rights and Privacy Act of 1974 and amendments) and state law (the Ohio Revised Code Section 102) are in effect to ensure the security and confidentiality of information used in our operations is guaranteed. Thus, security and confidentiality is a matter of concern for all university employees who have access to our student information in any form. All such persons hold a position of trust relative to this information and must recognize the responsibilities entrusted to them in preserving the security and confidentiality of this information. Therefore, each such person 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 his/her 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 or the CaTS security administrator.

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 of ensuring the security and privacy of the records and data we maintain. Please completely read the contents of this document, after you have read it, sign 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.

In addition, The Ohio Revised Code specifies:

*"No present or former public official or employer shall disclose or use, without 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 \$1000 fine).

I, \_\_\_\_\_, hereby affirm that I have read Wright State University's policy statement on Student Rights Under the Family Educational Rights and Privacy Act of 1974, as Amended, and 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.

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Signature

University ID (UID)

Username

Date