



EASTERN KENTUCKY UNIVERSITY

Serving Kentuckians Since 1906

Office of the Registrar

EKU Code Of Responsibility For Security And Confidentiality Of Data

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 this document and after you have read it sign the statement below. This acknowledgement will be retained in your personnel file.

Federal law (the Family Educational Rights and Privacy Act of 1974 and amendments, FERPA) insures that the security and confidentiality of information used in our operations is guaranteed. Thus, security and confidentiality is a matter of concern for all employees with the Office of the Registrar. Each person working in the Office of the Registrar 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 with access to any information through the facilities of this department are:

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 FERPA, particularly those aspects 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 indicative that it cannot be released.

When a student has chosen to indicate that their directory information is not to be released, any 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.

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.

I, _____, hereby affirm that I have read the Eastern Kentucky University's policy statement on Student Rights Under the Family Education Rights and Privacy Act, of 1974 as Amended, 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.

Signature

Date

