



Code of Responsibility for Security and Confidentiality
Of University Records Contained within University Systems

Under the Family Educational Rights and Privacy Act (FERPA), security and confidentiality are matters of concern to all university employees and to all persons who have access to student records by hard copy documents or via electronic media. Information Technology Services is responsible for the accuracy, integrity and confidentiality of the permanent records contained within electronic systems, in conjunction with the Office of the Registrar. Staff, faculty and student employees are placed in unique positions of trust, making the security and confidentiality of records a major responsibility. The purpose of this code is an effort to fulfill that responsibility and to clarify all employees' responsibilities. Since conduct on or off the job could affect or threaten the security and confidentiality of this information, each employee is expected to adhere to the following:

1. No one may make or permit unauthorized use of information contained within any University database as maintained, stored, controlled or processed by Information Technology Services.
2. No one is permitted to seek personal benefit, allow others to benefit personally or divulge in any way knowledge of any confidential information, which has come to him or her by virtue of their work assignment.
3. No one may exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment and in accordance with University policies and procedures.
4. No one may knowingly include or cause to be included in any records a false or misleading entry. No one may knowingly change or delete or cause to be changed or deleted an entry in any record, unless in accordance with University policies and procedures.
5. No official record or copy thereof may be removed from the office where it is maintained, copied, or printed via electronic means except in the performance of a person's duties, and in accordance with established procedures.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. Employees should immediately report any violation of this code to his or her supervisor and to the Director of Information Technology Services.

Violation of this code may lead to discipline including but not limited to reprimand, suspension, or dismissal. Violation can also lead to action under the University Policy and/or State of Michigan or Federal statutes pertaining to theft, alteration of public record, or other applicable sections.

I have read, do understand, and will comply with University of Detroit Mercy's Code of Responsibility for Security and Confidentiality of Records contained within University systems.

Name Printed (Employee)

Department

Signed (Employee)

Date

I have discussed this Code of Responsibility with the above employee and have provided a copy to the employee.

Signed (Authorized Supervisor)

Date