

Western Oregon University Code of Responsibility for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University employees and to other persons who have access to student or employee records. The purpose of this code is to clarify responsibilities in these areas. Each individual who has access to confidential information is expected to adhere to the regulations stated below.

If you have any knowledge of a violation, you are expected to report it immediately.

A person who has access to student, employee, or financial records may not:

- Reveal the contents of any record or report to anyone except in the conduct of his or her work assignments and in accordance with university policies and procedures.
- Acknowledge to anyone who is not a University official the existence of any student who has placed a confidentiality restriction on his/her directory information.
- Make or allow any unauthorized use of information in student or employee data files.
- Knowingly include a false, inaccurate, or misleading entry in any report or record.
- Knowingly expunge a data record or a data entry from any record, report, or file.
- Share user ids or passwords with any other persons.
- Seek personal benefit or allow others to benefit personally from the knowledge of any confidential information that has been acquired through work assignments.
- Remove any official record or report, or copy of an official record or report, from the office where it is maintained except in the performance of official duties

Violations of this code of responsibility may lead to disciplinary action consistent with existing personnel policies.

Policy for Western Oregon University Information System Access

University policies and procedures are consistent with overall state, federal, and institutional policies regarding release of student and employee information as outlined in the Oregon Public Records Law, ORS 192.501 - 192.505; Oregon Faculty Records Law, ORS 351.065; the Oregon Student Records Law, ORS 351.070(2)(e); the Federal Educational Rights and Privacy Act of 1974; the Western Oregon University Faculty Handbook; and the WOU Acceptable Use of Computing Resources Policy.

- Data which is identifiable to particular individuals (e.g., inclusion of names, social security numbers, addresses, telephone numbers), shall be used only within the scope of an individual's responsibilities, e.g., instructors may access data for classes which they teach, departments for their majors, etc.
- Information extracted and used to conduct the user's duties shall be considered unofficial data and shall not be used for publication.
- Data analysis of units or groups within the institution, or with organizations external to the University, should be coordinated with the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).
- The actual data is made available only via the information system via an authorized user ID and password. Data that is saved locally must be adequately protected from outside access. Saved data must be updated frequently enough that the likelihood of incorrect data being used is minimized.
- Anyone with information system access must ensure that such data is not available to individuals who do not have access to it, who have not signed a Request for Access form, or who do not have a legitimate "need to know." An individual with information system access is responsible for the security of his/her access.
- Information extracted from the information system and used to complete survey documents or to be distributed to any publication having general readership, or if the information might otherwise have an impact on the external image of Western Oregon University, must be presented for review and approval by the appropriate central administration office, (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).
- Requests for data or the use thereof which are outside the user's responsibilities must be authorized in advance by the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services) consistent with a written request stating the use of the data.
- Requests for release of any individual or aggregate student or employee information to anyone outside of WOU who has a legitimate "need to know" must be authorized in advance by the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services) consistent with a written request stating the use of the data.
- Subpoenas for individual or aggregate student or employee information or any request from law enforcement authorities (including campus security, OSP, FBI, CIA, District Attorney) should be referred to the appropriate central administrative office (e.g., Office of Human Resources, Office of the Registrar, Office of Business Services).

Violations of this policy for University Information System Access may lead to disciplinary action consistent with existing personnel policies.