Cleveland State University

SECURITY AND CONFIDENTIALITY POLICY FOR STUDENT RECORDS

Under federal and state laws, anyone who has access to student data is responsible for maintaining the confidentiality of those records; this includes not releasing information without proper authorization. Those within the University who have the right to see a student's record in order to do their job or assist the student may have access but may not release this information to a third party without authorization or to the student without proper identification. If you are not sure what you can release, either call the University Registrar's Office at x3700 or refer the inquiring party to that office. Please read the rest of this document, sign it, and return it to the University Registrar's Office, UC 400.

Conflict of Interest:
Under no circumstances is an employee permitted to deal in any manner with his/her own record or those of friends and relatives. Conflict of interest is deemed to exist even if there is no intent to defraud, manipulate or participate in illegal activity. Employees found to have created a conflict of interest will be subject to loss of access privileges, and may be subject to further disciplinary action.

Operator Identifications and Passwords:
Log-on identifications are provided to each appropriate member of the staff requiring access to student records. Each staff member is responsible for maintaining the security of his/her own password. Allowing someone else to use your identification and password may result in the loss of access privileges or disciplinary action. All transactions conducted under your sign-in number are deemed to be your responsibility and not that of the person whom you permitted to use your access.

Access to Data and Release of Data:
No personal data, except those which are defined as "directory information," will be released unless there is a signed authorization from the student. Directory information is:

- Dates of attendance (beginning and end)
- Date of degree
- Name of degree and major (only if a degree has been awarded)

Students who have requested that their information be withheld in compliance with FERPA will have a blue window shade on their record. In these cases, no information, including directory information, may be released. If the student comes in person, he/she must present photo identification before you can release information. For third party requests, you must have a signed authorization form from the student. Staff members releasing information without proper authorization can incur the loss of access privileges and may be subject to disciplinary action.

In addition, Sec. 102.3 (B) of the Ohio Revised Code specifies:
"No present or former public official or employee shall disclose or use, without an 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, (please print)_____, acknowledge the right granted to access student records of Cleveland State University. I have read this Security and Confidentiality Policy statement and understand that student privacy is protected under the Family Educational Rights and Privacy Act of 1974 and access is governed by this policy. I will obey all provisions of this policy and under no circumstances will I release information to anyone without the proper authorization or give my password to someone else to use.

I further understand that violations of confidentiality, security or breaches of security access codes will be subject to the appropriate disciplinary and/or legal sanctions as set forth in the university policy.

_____	_____	_____
Signature of Employee	Title or Office Name	Date

For Office Use Only

_____	_____
Date Received in the Office of the University Registrar	Date Returned by the Office of the University Registrar

_____
Signature of Official Returning Form