



## OFFICE OF THE REGISTRAR

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Both federal law (the *Family Educational Rights and Privacy Act of 1974*, as amended) and state law are in effect to ensure the security and confidentiality of information used in our operations. Thus, security and confidentiality is a matter of concern for all employees within the Office of the Registrar and any other persons who have access to our data systems or physical facilities. Each person working in the Office of the Registrar or who has direct access to student records 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 access to any information through the facilities of this department 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 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.