

**CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF DATA**

In accordance with the Family Education Rights and Privacy Act of 1974, Illinois State University has established the following policy to insure the security and confidentiality of information.

Students, faculty, and/or staff have the right to review, inspect and challenge the accuracy of information kept by the institution unless this right is waived in writing. Information cannot be released in other than emergency situations without the written consent of the individual except in the following situations:

- A. To school officials, within the educational institution or local education agency who have legitimate educational interests.
- B. To authorized representative of 1) the Comptroller General of the United States, 2) the Secretary, 3) an administrative head of any educational agency, or 4) State educational authorities.
- C. To comply with a judicial order.
- D. In connection with the student's application for and receipt of financial aid.
- E. Where the information is classified as directory information. The following categories of information have been designated by the University as directory information: name, address, telephone number, date and place of birth, major field of study, class, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance, degrees and awards received and the most recent previous educational agency or institution attended.

Questions concerning this law and the University's policy concerning release of information may be directed to: for employees the Office of the Vice President for Business and Finance or for students the Office of Admissions and Records.

**Any person authorized access to any information is:**

- A. Not to make or permit unauthorized use of any information.
- B. 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.
- C. Not to 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 and office policies.
- D. Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- E. Not to remove any official record or report (or copy) from the office where it is kept except in performance of job responsibilities.
- F. To assure that the visual display devices will be protected from casual use or observation by unauthorized persons.
- G. To protect the confidentiality of sign-on procedures.
- H. To require proper identification before discussing information pertinent to the individual's record.

The undersigned acknowledges reading the Code of Responsibility for Security and Confidentiality of Data and hereby verifies that he/she understands its provisions and the duties imposed. In executing this acknowledgment the undersigned agrees to abide by the Code's provisions. Violation of the duties imposed under the Code will result in disciplinary action.

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Signature

\_\_\_\_\_  
Date