



**Concordia University Portland
CONFIDENTIALITY AND PRIVACY GUIDELINES
GOVERNING CAMPUS LIFE**

CONCORDIA
UNIVERSITY

Concordia University is committed to upholding a learner-centered community that respects the privacy, rights and privileges of students and faculty. Concordia desires to model the best of Christian community, insuring that all feel safe and that they understand the rules and principles supporting these practices. The following statements describe federal guidelines and law that protect members of the community. All employees are expected to become familiar with these statements, and will be held accountable for abiding by all directives. If you have any questions, please talk to the Office of Human Resources.

Once you have read these statements, sign the last page, and return the signed page to the Office of Human Resources. Please retain the rest of this document for your teaching records.

Privacy Rights of Students

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Concordia University grants all the rights under the laws to all matriculating students. FERPA provides postsecondary students the right to inspect and review their education records, the right to seek to amend those records and to limit the disclosure of information from the records. All personally identifiable information is confidential and university employees should not access or reveal such information except to the extent required by their job responsibilities. All faculty, staff and student employees, be they full-time or part-time, must familiarize themselves with Concordia's FERPA guidelines. A copy of the guidelines is attached, available in the faculty, staff and student handbooks, and at Concordia's web site: www.cu-portland.edu.

No one outside the institution shall have access to nor will the institution disclose any information from any student's education records without the written consent of students except to personnel within the institution, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or other persons. All these exceptions are permitted under the Act.

At its discretion Concordia University may provide Directory Information in accordance with the provisions of the Act, to include: Student name, address, campus email address, telephone number, dates of attendance, degrees and awards received, participation in officially recognized activities and sports, weight and height of members of athletics teams, and theses titles/topics. Concordia also considers photographs to be Directory Information. As such, release of photographs also is provided.

Students may withhold Directory information by notifying the Registrar in writing; please note that such withholding requests are binding for all information to all parties other than educational purposes. Students should consider all aspects of a Directory Hold prior to filing such a request. Request for nondisclosure will be honored by the institution for only one academic year commencing with the fall semester: therefore, authorization to withhold Directory Information must be filed annually in the Office of the Registrar within the first two weeks of the fall semester.

Employee Confidentiality Disclosure Statement

As an employee of Concordia University, you will come in contact with confidential information. This information is regarded as highly classified and is not to be discussed with anyone outside of the department in which you work or with unauthorized persons. All employees are expected to manage records in their custody in accordance with all Federal Regulations, specifically not releasing University

records to third parties outside the already established University policies. The appropriate department head must approve any release of records.

Any employee failing to provide necessary security of University records as stipulated may be denied further access to University records. Proper custody of University records includes but is not limited to:

1. Keeping all University records (i.e., employment records, student records, tests and grades) in a secure environment when the employee is not present.
2. Keeping all University records inaccessible by not accessing records on a laptop outside the work area, or posting confidential information (i.e., grades) in public places.
3. Using professional judgment whenever discussing student matters on campus. It is inappropriate for colleagues to speak derogatively about students in any case.
4. Removing confidential material (i.e., tests, records) from copy machines, etc., immediately upon completion of tasks related to use of that material.

Appropriate Use Statement of Concordia University Technology Resources

Concordia University network, telephone and computing resources are intended for noncommercial, educational use only. Incidental personal/recreational use is allowed only to the extent that it does not: violate any federal, state or local laws, violate other campus policies, negatively impact network resources or, in the case of employees, does not negatively impact the performance of their duties.

It is unrealistic in the rapidly changing field of information technology to anticipate all potential uses and abuses of resources. Concordia University instead provides this appropriate use statement as a guideline to responsible network usage. On occasion it will be necessary for Information Technology Services (ITS) to publish specific policies to address problem areas or preemptively avoid network abuse. It may be necessary for some specific policies published by ITS to be contradictory to the appropriate use statement where network facilities or security issues are involved.

ITS will exercise due diligence to publish and announce all network policy changes and updates in a timely fashion. All users are responsible for being familiar with Concordia University technology policies and applicable federal, state and local laws concerning technology use. Users should check the Concordia University ITS home page regularly and watch the Concordia University Intranet home page and provided student and faculty/staff mail systems for announcements of updates and changes.

Rules Governing Access to Information at Concordia University

1. All university assigned user names and passwords are strictly confidential. Do not reveal them to anyone. If you believe the security of your password has been compromised, notify Information and Technology Services.
2. Do not leave your computer workstation unattended displaying confidential information. When using Banner, back out to a menu when not accessing individual records. When you are away from your desk, exit Banner completely and "lock" your computer (Windows 2000 operating system) or do a "restart" so another person would need a username and password to access any data from your workstation.
3. You may only access information required to fulfill your explicit job responsibilities. You may not gain access to or copy information owned or possessed by the university personal or commercial use by you or any other.
4. You must comply with departmental policies and procedures for entering and updating data in Banner and other administrative systems. When in doubt ask a supervisor.
5. Concordia has entered into non-disclosure agreements with software vendors that include documentation, source code and object code. Documentation or software may not be shared with third parties.
6. U.S. copyright laws govern most software installed on university owned computers. Concordia has entered into Microsoft's Campus Agreement for faculty and staff computers.

Discipline

In the event a user violates a specific network policy or uses the network contradictory to the intent of the appropriate use policy, disciplinary action may be necessary. All disciplinary action will be performed in accordance with the standards set forth in the handbook applicable to the offender (student, faculty or staff). ITS does reserve the right to cancel, revoke or disable network accounts or access to network resources without prior notification when there is suspicion of a violation of network policy or the law, pending formal disciplinary procedure.



CONCORDIA
UNIVERSITY

**Statement of University Employee regarding Privacy Rights
of Employees and Students, and Appropriate Use**

I understand by virtue of my being defined as a "University Employee" at Concordia University, Portland, I may have access to records, which contain individually identifiable information, the disclosure of which is prohibited by the federal Regulations including Family Educational Rights and Privacy act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to an unauthorized person could subject me to criminal and civil penalties imposed by law. If it is found that I violated this statement, I understand that I may be dismissed from my position regardless of whether criminal or civil penalties are imposed.

I acknowledge I have read the Appropriate Use Policy regarding technology usage at Concordia, as well as the FERPA guidelines and rules governing access to student and employee information. By signing this statement I agree to abide by these standards.

Date

Employee Signature

Date

Supervisor Signature (Witness)