

Procedure No. 302.1

Area: General Administration

Adopted: Feb. 9, 2001

Certified by _____

Dr. Adolphus Andrews
Vice President
Administration and Finance

Revisions Approved

**SUBJECT: Confidentiality of Student,
Employee, and Business Records**

Guidelines:

Underlying each of the principles below is the University's commitment to act with integrity in all of its activities and to treat students, employees, administrators, and the many constituents with the utmost respect.

1. All information regarding the business of students and employees should be regarded as private and confidential.
2. All information/data whether printed, written, spoken, or electronically produced, is included in this policy.
3. All employees, who by virtue of their profession and work assignment generate business information within the university, are professionally and legally bound to maintain the confidentiality of that information.
4. Any employee seeking and obtaining access to student records, employee or business information, for which he/she holds no specific work assignment or administrative responsibility, is in direct violation of the letter and the intent of this policy.
5. Special care must be taken to control access to CSU's electronic data.

- a. Requests for access to information via dial-in telephone modems must be approved by the director of the requesting area and submitted to the Information Technology Services (ITS) department.
- b. Human Resources will notify ITS on the last day worked so there is no potential unauthorized access to CSU information.
- c. Passwords of separated/terminated employees must be disabled by ITS. Notification of the terminations comes from the Human Resources department.