



# Code of Responsibility for Security and Confidentiality of Data

When receiving access to data collected and maintained by Illinois State University, you have become responsible for handling that data according to University policy. Some data is considered public record, while other data is confidential. Below is a list of general guidelines and a discussion of other pertinent policies.

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

- Not to make or permit unauthorized use of any information.
- 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.
- 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.
- Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not to remove any official record or report (or copy) from the office where it is kept except in performance of job responsibilities.
- To assure that the visual display devices will be protected from casual use or observation by unauthorized persons.
- To protect the confidentiality of sign-on procedures.
- To require proper identification before discussing information pertinent to the individual's record.
- To comply with a judicial order, upon the advice of the University Legal Counsel.
- To assure that no data, even public information, will ever knowingly be provided to any requester to support a commercial or political purpose.
- To recognize that students, whether an employee or a helper whose work requires access to confidential information, are subject to the same constraints.
- There are instances in which an individual may not want any information about them disclosed. In that event, all directory information is withheld from disclosure.

## **Some Policies You Should Know**

- [Freedom of Information Act Implementation Rules](#)
- [Inspection, Examination, Use and Control of University Financial Records](#)
- [Information Resource Access and Security](#)
- [Student Records](#)

## **Information 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, photographic image, major field of study, class, participation in officially recognized activities and sports, weight and height of members of the athletic teams, dates of attendance and course load status, candidacy for degree, degrees (including date awarded) and awards received and the most recent previous educational agency or institution attended.

## **Questions**

Questions concerning University's records and policies may be directed to:

- For general administrative and fiscal records - The Office of the Vice President for Finance and Planning, 302 Hovey Hall, Campus Box 1100, 8-2143
- For all academic records - The Office of Vice President and Provost, 410 Hovey Hall, Campus Box 4000, 8-7018.
- For requests for student's transcripts or verifications - Academic Records & Evaluation Services, 106 Moulton Hall, Campus Box 2207, 8-7827.