

## DUQUESNE UNIVERSITY

### CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORD AND/OR DATA FILES

Duquesne University has a policy of administering and maintaining records in compliance with the Family Educational Rights and Privacy Act of 1974 as amended. Each university employee holds a position of trust in maintaining the security and confidentiality of these records and must recognize the responsibilities entrusted to him/her. Each university employee is, therefore, expected to adhere to the following:

1. No one is to disclose the contents of any record or report to any person except as required by his or her work assignment and in accordance with University policies.
2. No one may make or permit unauthorized use of any information contained in files maintained, stored, or processed by the University.
3. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to him or her by virtue of a work assignment.
4. No one may knowingly include or cause to be included in any record a false, inaccurate, or misleading entry.
5. No official record or report, or copy thereof, may be removed from the office where it is maintained except in the performance of a person's duties.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. Any knowledge of a violation of this code must immediately be reported to a supervisor.

Violation of this code will lead to a reprimand, suspension, or dismissal consistent with the personnel policies of Duquesne University.

**I have read, do understand, and will comply with the University's Code of Responsibility for Security and Confidentiality of Records and/or Data Files.**

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Acknowledged by (signature)

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Date

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Print Name