



Code of Responsibility for Security and Confidentiality of Student Data

Security and confidentiality of student records are matters of concern for all staff who have access to hard copy records or computerized databases. The databases are a repository of information stored in the central computer system of the university and are maintained by the officers of primary responsibility.

Student educational records are subject to privacy protections under the Family Educational Rights and Privacy Act (FERPA.) Each person working with the system holds a position of trust and must recognize the responsibilities of preserving the security and confidentiality of the information. A person's conduct, either on or off the job, may threaten the security and confidentiality of the files, and any employee or person with authorized access to the system is expected not to make or permit unauthorized use of any information in the files.

Employees with access to student data are required to:

- Not share or permit others to have access to your password. Change it on a regular basis by using the Banner form GUAPSWD.
- Secure and lock your computer when you step away from your desk.
- Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to them through their work assignment.
- Not exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment.
- Not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
- Not remove any official record or report (or copy) except in the performance of regular duties or in cases with prior approval.
- Not operate or request others to operate any university computer equipment for personal business.
- Not aid, abet, or act in conspiracy with any other person to violate any part of this code
- Not process any application or perform any transaction related to an employee's record or that of a relative unless authorized in advance by a director.
- Immediately report any violation of this code to a supervisor.
- Secure and protect assigned IDs and passwords.

Violation of this code may lead to suspension or dismissal consistent with the personnel policies of the university.

I have read this Code of Responsibility and agree to comply with all its conditions and stipulations.

Name	Access ID
Signature X	Date