



## Data Confidentiality Policy

Security and confidentiality of data is a legal and ethical concern to the Colorado Christian University community. In the course of performing your job, you may have exposure to information regarding employees, alumni, or students as stored in information management systems, such as Colleague, and in hard copy files. This information is shared among the various departments of the university for the purpose of carrying out the university's mission. As users of this system, you are placed in a unique position of trust. Since conduct either on or off the job could affect or threaten the security and confidentiality of this information, you are expected to adhere to the following:

1. No one may use or permit unauthorized use of any information in files maintained, stored, or processed by information management systems, whether in electronic or hard copy form.
2. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any confidential information, which has come to them by virtue of their work assignment.
3. No one is 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 college policies and procedures.
4. No one may knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry. No one may knowingly expunge or cause to be expunged in any record or report a data entry, except in the performance of a person's duties.
5. No official record or report, or copy of such document, may be removed from the office where it is maintained, except in the performance of a person's duties.
6. No action shall violate the Family Educational Rights and Privacy Act (FERPA).
7. No one who has access into our databases may use this privilege to view or extract personal information or information about a family member. In rare circumstances, if you need to access your personal record or the record of a family member, you must ask for assistance from a supervisor.
8. No one may leave their computer (PC or laptop) unattended without first locking the screen display by using the Ctrl-Alt-Del key sequence and selecting Lock Computer (or by using the Windows-L shortcut).
9. No one is to aid, encourage, or act in conspiracy with another to violate any part of this agreement.
10. Any knowledge of violation of this agreement must immediately be reported to the department supervisor.

Violation of this agreement may lead to disciplinary action up to and including dismissal from employment with Colorado Christian University.