

# University of Denver CONFIDENTIALITY STATEMENT

## Human Resource Information

The University of Denver treats personal information about employees as confidential and respects the need for protecting each employee's privacy by enforcing secure information handling procedures on the part of all personnel whose job duties involve gathering, retaining, using or releasing personal information about the University's employees. The University collects and retains only such personal information, as needed to effectively conduct business, maintain security and administer its employment and benefit programs. The University takes appropriate steps to ensure that personal and job-related information about employees is accurate, complete and relevant for its intended purpose. The University expects all personnel granted access to such information, in order to carry out the functions of their job, to strictly protect the confidentiality of information to which they may have access and to abide by this policy. Failure to adhere to these guidelines may result in loss of security access to such records and subject the offender to appropriate disciplinary action.

## Student Information

Much information in the Banner system is student information. The privacy of student information held by the University is protected by federal law, the *Family Educational Rights and Privacy Act* of 1974, as amended (FERPA). The University of Denver Privacy Policy also governs use of student information. Personally identifiable student information should be used with discretion by University employees in carrying out the functions of their jobs. Policies on the use of student information may be obtained from the Office of the Registrar.

Student information, other than directory information, may not be released to a third party without the written consent of the student. "Third parties" include other students, individuals who are not DU employees, and other employees without a "legitimate educational interest" in the student record. Information may be shared with other

University employees in the completion of work. Non-directory items may **not** be shared with the parents of a student, except under certain conditions.

"Directory" information includes the student's name, address (local, home, permanent), telephone number, electronic mail address, digitized I.D. photograph, date and place of birth, major field of study, full time or part time status, class (e.g., sophomore, junior), dates of attendance, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended by the student.

Students may request that directory information not be released to any party. Such requests are noted by the "Confidentiality Indicator" in the Banner system. No information should be released on students with this indicator.

Information collected from students is made available to University employees for the sole and explicit purpose of allowing them to carry out their official University functions. Any other use is prohibited. Any violation of University policy on access to student records may result in loss of security access to such records and subject the offender to appropriate disciplinary action.

## General Information

User access privileges are tailored to the individual Banner Username. Each user should obtain his or her own Username and password. Usernames and passwords must not be shared. Reasonable security mechanisms are established in systems to prevent unauthorized access. Gaining access to information in University systems by circumventing these security mechanisms will result in loss of security access or appropriate disciplinary action. Managers are responsible for employees appropriate use of information covered under this form. Each manager is responsible for instructing employees on the obligations and responsibilities that accompany Banner information access.

**This form is intended for information purposes only. To complete this Confidentiality Statement, please logon to WebCentral and click on the Employee Tab. Under Employee Information, click on DU Employee Additional Online Action Items, University of Denver Confidentiality Statement.**