CODE OF RESPONSIBILITY FOR SECURITY & CONFIDENTIALITY OF DATA

Both federal law (The Family Educational Rights and Privacy Act of 1974 and amendments) and state law (The Ohio Revised Code Section 102) are in effect to ensure the security and confidentiality of information used in our operations is guaranteed. Thus, security and confidentiality is a matter of concern for all employees within the University who have access to University data systems or physical facilities. Each person working in the University who holds a position of trust relative to this information must recognize the responsibilities entrusted to him/her in preserving the security and confidentiality of this information. Therefore, each employee of Fisher College of Business, and any person authorized access to any information through the facilities of the College is:

1. Not to permit unauthorized use of any information.
2. 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 and in accordance with University and office policies.
3. Not to exhibit or divulge the contents of any record or report to any person except in the conduct of their work assignment in accordance with University and office policies.
4. Not to knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.
5. Not to remove any official record (or copy) or report from the office where it is kept except in the performance of their duties.
6. Not to operate or request others to operate any University equipment for purely personal business.
7. Not to aid, abet, or act in conspiracy with another to violate any part of this code.
8. To immediately report any violation of this code to one's supervisor.

University policy establishes use of the information on student records within The Ohio State University's Policy Concerning Privacy and Release of Student Education Records. While your supervisor can assist you in understanding the policy and how we must operate within it, you should become totally familiar with its provisions particularly those regarding required consent to release information, the list of information which can be released for currently enrolled students without consent, and how information is designed when the student has indicated it cannot be released.

When the student has chosen to indicate information is not to be released, the requestor should be advised “that we are unable to release any information” and be given no indication of whether or not you may have such information. You are advised to refer any questions or requests for information you are unsure of to your supervisor.

I have read and clearly understand Code of Responsibility for Security & Confidentiality of Data. Any questions or comments I have are listed below.

_________________________________  _________________________________  
Employee             Date  Supervisor             Date