



Code of Responsibility for Security and Confidentiality of Data

The Family Educational Rights and Privacy Act of 1974, as amended, are in effect to ensure the security and confidentiality of information used in our operations. Thus, security and confidentiality is a matter of concern for all employees within the Office of the Registrar and any other persons who have access to our data systems. Each person working in the Office of the Registrar or who has direct access to student records information holds a position of trust relative to this information and must recognize the responsibilities entrusted to them and this office in preserving the security and confidentiality of this information. Therefore, each employee of this department, and any person authorized access to any information through the facilities of this department is:

1. Not to make or 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 Conception Seminary College 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 Conception Seminary College 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 aid, abet, or act in conspiracy with another to violate any part of this code.
7. To immediately report any violation of this code to his or her supervisor.

As custodians of official Conception Seminary College records, we share the responsibility for ensuring the security and privacy of the records and data we maintain. Please study this document and, after you have read it, sign the statement below. This acknowledgement will be retained in your file.

I hereby affirm that I have read the Conception Seminary College Code of Responsibility for Security and Confidentiality of Data on Student Rights Under the Family Educational Rights and Privacy Act, of 1974 as Amended, and the foregoing statement. I understand the obligations imposed by this document and will comply with the standards and requirements contained there in. I have retained in my possession a copy of the document for future reference.

Name: _____ Date: _____

Purpose of Work: _____

Printed Name, Title: _____

Signature: _____ Date: _____