

Code of Responsibility for Security and Confidentiality of University Records

Under the Family Educational Rights and Privacy Act (FERPA), security and confidentiality are matters of concern to all university employees and to all persons who have access to student records by hard copy documents or via electronic media. Students elected into certain leadership positions in their Greek organizations are placed in unique positions of trust, making the security and confidentiality of records a major responsibility. The purpose of this code is an effort to fulfill that responsibility and to clarify the student leaders' responsibility. Since conduct could affect or threaten the security and confidentiality of this information, each student leader is expected to adhere to the following:

1. No one may make or permit unauthorized use of information contained within any University database as maintained, stored, controlled or processed by the Office of the Registrar.
2. No one is permitted to seek personal benefit, allow others to benefit personally or divulge in any way knowledge of any confidential information, which has come to him or her by virtue of their work assignment.
3. No one may 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 University policies and procedures.
4. No one may knowingly include or cause to be included in any records a false or misleading entry. No one may knowingly change or delete or cause to be changed or deleted an entry in any record.
5. No official record or copy thereof may be removed from the office where it is maintained, copied, or printed via electronic means except in the performance of a person's duties, and in accordance with established procedures.
6. No one is to aid, abet, or act in conspiracy with another to violate any part of this code.
7. Student leaders should immediately report any violation of this code to the Office of Student Life and to the Office of the Registrar.

Violation of this code may lead to discipline. Violation can also lead to action under the University Policy and/or State of Michigan or Federal statutes pertaining to theft, alteration of public record, or other applicable sections.

I have read, do understand, and will comply with University of Detroit Mercy's Code of Responsibility for Security and Confidentiality of University Records.

Name of Student

Greek Organization

Signature of Student

Position within Organization

Date

I have discussed this Code of Responsibility with the above student leader.

Signature of Student Life Office

Date