

# Confidentiality

## ADM 1.0

### President's Office

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Policy type: Institutional

Applies to: Trustees, faculty, staff, student employees, students, and volunteers

#### **POLICY DATES (required)**

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Issued: 7/1/2016

Last Revised:

Edited:

It is the policy of the University of Mount Union to remain in compliance with various federal acts to ensure the maintenance of confidentiality with all faculty, staff, administration, and students.

Reviewed:

#### **Table of Contents (optional; suggested for documents 8-10 pages or longer)**

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- I. **Procedures**
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  - c. **Computer and Data Confidentiality**
  - d. **Release of Confidential Information to Third Parties**
  - e. **Transmission of Confidential Information**

#### **Definitions (optional; suggested for terms that have specialized meaning in the policy)**

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Term	Definition

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#### **PROCEDURE (required)**

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Issued:

Revised:

Edited:

Reviewed:

##### A. Employee Personnel Files

Employee personnel files are confidential whether collected and stored with the Office of Human Resources or elsewhere. Outside of Human Resources and Payroll staff, an employee's current supervisor is the only other individual who will have access to personnel files. However, the University of Mount Union will cooperate with law enforcement officials, University attorneys or local, state or federal agencies, and provide access to an employee's personnel file to such individuals, in accordance with the applicable law. In addition, the University will permit an employee to inspect any personnel documents that are, have been, or will be used to make employment decisions, with certain exceptions, as provided by law. An employee has a right, in certain circumstances, to seek removal or correction of information in his/her personnel file and to submit a written statement for inclusion in it. Please refer all requests to review an employee's personnel file to the Office of Human Resources.

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Confidential health or medical records are not included in personnel files. The University is required to maintain the privacy of all health information. This information will not be used or disclosed without written authorization from the employee, except as described in the [University's HIPAA notice](#). It may be revoked in writing at any time. Employees are urged to review the University's HIPAA notice, which provides information regarding an individual's rights with respect to protected health information and a description of how to exercise those rights. The University maintains physical, electronic, and procedural safeguards that comply with federal regulations to guard nonpublic personal information. The Office of Human Resources is responsible for receiving complaints regarding such information.

#### B. Confidential Information Relating to Donors, Prospective Donors, and Alumni

Work at the University may involve access to confidential or privileged information regarding donors, prospective donors, and alumni. No information about a donor, prospective donor and/or alumni, except that which is available in the University of Mount Union publications, may be released without written permission from the individual. Written requests for information from individuals or media representatives requesting this information should be referred to the Assistant Vice President of Advancement. To the extent such requests address information contained in student records, they should be directed to the University Registrar.

#### C. Computer and Data Confidentiality

Access to all systems and databases, including but not limited to iRaider, Selfservice, Desire 2 Learn, Power Campus, Raisers' Edge, and Slate, is granted solely for the purpose of performing legitimate, authorized, assigned responsibilities required for the administration of the University of Mount Union. Any unauthorized or illegitimate use of systems, databases or data may result in disciplinary action up to and including termination of employment, expulsion from the University, criminal prosecution, and/or civil action.

#### D. Release of Confidential Information to Third Parties

No confidential information, as defined above, will be revealed to a consultant, vendor, or agent of the University without explicit written guarantee that the data will be used only for approved reasons, and will not be released to others without prior authorization from the individual whose personal and/or confidential information is contained in those records.

#### E. Transmission of Confidential Information

Neither electronic mail nor facsimile are secure methods to transmit information, and for this reason, neither is recommended. If it is necessary to transmit confidential information in this format, it is recommended that the following Confidentiality Notice be used:

"Confidentiality Notice: This e-mail message or facsimile transmission, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Unauthorized review, use, disclosure, distribution, or copying is prohibited. If you are not the intended recipient or the employee or agent responsible for delivering the message to the intended recipient, please contact the sender by reply e-mail or telephone and return the original message to the sender at the University of Mount Union, 1972 Clark Avenue, Alliance, Ohio 44601, via the United States Postal Service. Thank you."

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**Responsibilities (required)**

Position or Office	Responsibilities
President's Office	Disseminate policy

**Resources (required for any resource referred to in the policy)**

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**Contacts (required)**

Subject	Office	Telephone	E-mail/URL
Assistant to the President and Board of Trustees	President's Office	330-823-6050	<a href="mailto:prexy2@mountunion.edu">prexy2@mountunion.edu</a>

**History (required)**

All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.

Issued:

Revised:

Edited:

Reviewed: