

## CODE OF RESPONSIBILITY FOR SECURITY AND CONFIDENTIALITY OF RECORDS

Various offices at Marion Technical College handle many delicate and confidential documents. Topics, people, and situations that may pass by you should never be discussed outside the office without appropriate authorization and release. Also, not all documents are appropriate for student workers to view. Treat all documents as if they were confidential.

“Confidentiality is founded on the concept of respect for a person’s right to determine the way in which personal information may or may not be revealed.” (Holly Stadler in *Ethical Standards Casebook, 1990*). The security and confidentiality of employee records and student information is a matter for concern to any person within the College who has access to data systems or personal information. Each person within the College who holds a position of trust relative to this information must recognize the responsibilities entrusted to him or her to preserve the privacy and confidentiality of this information.

Both Federal law (The Family Educational Rights and Privacy Act of 1974 and amendments) and State law (The Ohio Revised Code, Sec. 102.03 (B)) are in effect to insure the security and confidentiality of information used to gather and maintain educational records on students. The records may include academic and student judicial data. You should consult your legal counsel for an assessment if data is protected or is subject to the Public Records Act.

Your conduct, either on or off the job, must not threaten the security and confidentiality of this information. Therefore, each person authorized access to any information through the facilities and processes of the College is:

1. Not to make or permit use of any student information, other than directory information, unless required to do so in the performance of one’s College job, or specifically authorized for release by the affected student.
2. Not to seek personal benefit or permit others to benefit personally by any confidential information which has come to you by virtue of your work assignments.
3. Not to exhibit or divulge the contents of any record, file or report to any person except in accordance with College and office policies and federal guidelines.
4. Not to knowingly include or cause to be included in any record, file or report a false, inaccurate, or misleading entry.
5. Not to remove any official record (or copy), file or report from the office where it is kept except for the purpose of performing assigned work responsibilities.
6. Not to aid, abet, or act in consultation with another to violate any part of this policy.
7. To immediately report any violation of this Policy to the appropriate College Vice President.

### Ohio Revised Code specifies:

*“No present or former public official or employee shall disclose or use, without appropriate authorization, any information acquired by the public official in the course of the public official or employee’s official duties that is confidential because of statutory provisions, or that has been clearly designated to the public official or employee as confidential that confidential designation is warranted because of the status of the proceedings or the circumstances under which the information was received and preserving its confidentiality is necessary to the proper conduct of government business.” O.R.C. §102.03(B)*

*\*Conviction for violation of this statute is a first degree misdemeanor\**

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### CONFIDENTIALITY CONTRACT

**As a user of official College records in the course of my employment assignment, I share the responsibility for protecting the privacy and confidentiality of information contained in the college records and data with which I work. I have read and understand the Code of Responsibility for Security and Confidentiality of Records.**

**Please review and sign the statement below:**

*I, \_\_\_\_\_ hereby affirm that I have read the Code of Responsibility for the Security and Confidentiality of Records. I understand the obligation imposed by this document. I agree to comply with the standards and requirements set forth by this Code. I have retained a copy of this Confidentiality Contract and/or know it is available on the Internet at [www.mtc.edu](http://www.mtc.edu) - Employee/Web-Based Orientation /Code of Responsibility.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date