

DUQUESNE UNIVERSITY

**CODE OF RESPONSIBILITY FOR SECURITY AND
CONFIDENTIALITY OF UNIVERSITY RECORDS, NON-PUBLIC INFORMATION,
AND/OR DATA FILES**

Duquesne University administers and maintains records, non-public information and/or data (collectively "Records") confidentially and in compliance with ethical and professional standards and various laws, including the Family Educational Rights and Privacy Act of 1974 as amended. Each University employee holds a position of trust in maintaining the security and confidentiality of University Records and must recognize the responsibilities entrusted to them. Each university employee must therefore adhere to the following:

1. No one is to disclose the contents of any Record to any person except as required by their work responsibilities and in accordance with University policies.
2. No one may make or permit unauthorized use of any information contained in any Record maintained, stored, or processed by the University.
3. No one is permitted to seek personal benefit or allow others to benefit personally by knowledge of any Record or confidential information which has come to them by virtue of a work assignment.
4. No one may knowingly include or cause to be included in any Record a false, inaccurate, or misleading entry.
5. No Record, or copy thereof, may be removed from the office where it is maintained expect in the performance of a person's duties.
6. Everyone must abide by security and confidentiality policies included in The Administrative Policies (TAPs) and issued by their administrative unit.
7. No one is to aid, abet, or act in conspiracy with another to violate this code.
8. Any knowledge of a violation of this code must immediately be reported to a supervisor.

Violation of this code will lead to a reprimand, suspension, or dismissal consistent with Duquesne University policies. The scope of this code and related policies shall be interpreted and applied in a manner consistent with any legal exceptions and other legal requirements.

I have read, do understand, and will comply with the University's Code of Responsibility for Security and Confidentiality of University Records, Non-Public Information and/or Data Files.

Add your signature here.
Acknowledged by

Add date.
Date

Print name.
Print Name