

Confidentiality Notice

Eastern Illinois University maintains strict confidentiality and security of records in compliance with federal and state laws pertaining to the security and privacy of all records that contain information that identifies or could lead to the identification of a student or that could reveal private information concerning a student, employee or customer.

University policy and federal law permit the release of “directory information” on any student, unless a student has signed a “Request to Withhold Information” form kept on file in the Office of the Registrar. Directory information includes name, local and permanent address and phone, major, degree, dates of attendance and photographs for internal University use including the University Police Department.

Non-directory information is confidential. It is made available to university employees for legitimate educational and business purposes only. Release of personally identifiable non-directory information to third parties requires written approval from the student, unless the third parties are legal authorities; federal, state, or accrediting agencies; or appropriate persons in the case of a safety emergency.

As an employee, vendor, or student employee of Eastern Illinois University, you are required to:

- **Protect against unauthorized access to private and restricted information.**
- **Refrain from releasing or discussing such information with anyone, including university employees, unless there is a legitimate institutional or business need to know.**
- **Direct any questions regarding the release of private and restricted information to your supervisor or designee.**

More information on policies at Eastern Illinois University can be found at these Web sites:

<http://www.eiu.edu/~auditing/IGP/index.html>

<http://copyright.gov/legislation/dmca.pdf>

Eastern Illinois University defines unauthorized access to be:

- **Access to student, employee or university information not necessary to carry out your job responsibilities.**
- **Non-business or non-institutional access to the records of a student or employee. This includes your children as protected under FERPA, your spouse, parents and other relatives as well as friends and acquaintances.**
- **Release of student or employee information to unauthorized internal or external users.**
- **Release of student or employee information to an authorized individual/agency that is additional or excessive to meeting the stated purpose of an approved request.**

I have read the above and understand my responsibility as a university employee to maintain the confidentiality of all student, employee and university records. I also understand that any information I access must be used only to perform the duties of my employment.

Name: _____

Signature: _____

College or Dept: _____

Date: _____