

BUFFALO STATE COLLEGE

DIRECTORY OF POLICY STATEMENTS

Policy Number: II:08:00

Date: February 2009

Subject: Campus Confidentiality Statement *

All student, faculty, and staff personal and academic information is private and confidential, and is protected by various state and federal laws. Buffalo State College employees must, by law, protect the privacy of this information.

Failure to protect personal and academic information may result in legal action against offending employees. Employees accused of failure to protect confidential information that results in harm to an individual may not be covered by the Public Officer's Law, and therefore not defended by New York State.

Examples of personal information that must be kept confidential: Social Security number, health information, disability status, etc. Faculty and staff must ensure that information contained on the employee change form is kept confidential.

Examples of academic information that must be kept confidential: grades, class schedule, student ID number, etc. Faculty and staff members may not post test scores or grades using any portion of a student's name, Social Security number, or student ID number. Faculty and staff must refrain from providing students' parents with information related to their student's academic performance or other personal information, unless given permission to do so by the student.

For more information:

State and Federal Laws:

- Gramm-Leach-Bliley Act (confidentiality of financial information): see the Human Resource Management and the Federal Trade Commission Web site.
- HIPAA (confidentiality of health information): see the Buffalo State Bulletin and the NYS Governor's Office of Employee Relations Web site.
- FERPA (confidentiality of student/academic information): see the Academic Affairs or the U.S. Department of Education Web site.
- Restrictions on use of student Social Security numbers: see the New York State Legislature Web site; search for Education Law 2-b.
- New NYS law on notification of information security breach: see the New York State Legislature Web site; search for Article 39-F of GBS (General Business Law).

Additional information about safeguarding sensitive information can be found at Buffalo State's Internal Control Web site.

Questions regarding privacy of the employee change form, employee contracts, official employee files, etc.: Associate Vice President for Human Resources.

Questions regarding privacy of student information and FERPA: Registrar.

Questions regarding health information and HIPAA: Assistant Director, Medical Systems.

Questions regarding legal liability and any legal action against the college or an employee:
Associate Vice President and Comptroller.

Additional information about internal control standards and Buffalo State's Internal Control Program can be found on the Internal Control Program Web site.

Contact the Director of Budget and Internal Controls with questions about the Internal Control Act.