



ROBERT D. CLARK HONORS COLLEGE

Code of Responsibility

for Security and Confidentiality of Records and Files

Security and confidentiality are matters of concern to all University of Oregon employees. The Clark Honors College houses and accesses student records and other sensitive documents and data files in paper and electronic formats. As a Clark Honors College student employee, you are placed in an especially unique position of trust, and are expected to adhere to the following principles:

1. You may not make unauthorized use of any information in files maintained, stored, or processed by Clark Honors College, or permit others to do so.
2. You may not seek personal benefit from, or allow others to benefit personally from, knowledge of any confidential information that has come to you through your work assignments.
3. You may not exhibit or divulge the contents of any confidential record or report to any person, except in the conduct of your work assignment and in accordance with University policies and procedures.
4. You may not enter the office of any staff or faculty member, nor access any staff or faculty member's records or reports, either physically or remotely, without prior authorization from the owner.
5. Any request for access to files maintained on University of Oregon or Clark Honors College systems, peripherals, or storage media must be presented to the Director for consideration and disposition, unless the request is made by the owner or an authorized user of the files.
6. You may not knowingly include, or cause to be included, in any record or report, false, inaccurate, or misleading information. Conversely, you may not knowingly delete, or cause to be deleted, information that properly belongs in any record or report.
7. You may not remove any official record or report, or a copy thereof, from the office where it is maintained, except in the performance of your duties.
8. You may not aid, abet, or act in conspiracy with another to violate any part of this code.
9. If you have knowledge of a violation of this code, you must report the violation to your supervisor immediately. (Unauthorized alteration, disclosure, theft, or granting of access to records may lead to disciplinary action. Such an act would violate University regulations and state and federal law, and might expose the participant(s) to civil suit and/or criminal prosecution.)

NAME (print) _____ DATE _____

POSITION _____

SUPERVISOR _____

I have read and understood the Clark Honors College Code of Responsibility for Security and Confidentiality of Records and Files and agree to abide by it.

Signature _____ Date _____