

PROCEDURE LIT.1.04.05 CONFIDENTIALITY

SCOPE: Faculty and Staff

Security and confidentiality of Lamar Institute of Technology (LIT) records are matters of concern for all staff and faculty with access to written or computerized information and files. Each person working with LIT information holds a position of trust and must recognize the responsibility to preserve the security and confidentiality of the information. Since a person's conduct, either on or off the job, may threaten the security and confidentiality of this information, any employee or person with authorized access to LIT data and records must:

1. not make or permit unauthorized use of any information or files;
2. not seek personal benefit or permit others to benefit personally through any confidential information which has come to them through their work assignment;
3. not exhibit or divulge the contents of any record or report to any person except in the conduct of their regular work assignment;
4. not remove any official record or report (or copy) from the office where it is kept except in performance of regular duties or in cases with prior approval;
5. not operate or request others to operate any LIT computing equipment for personal business;
6. not aid, abet or act in conspiracy with any other person to violate any part of this code;
7. not post information on his/her personal student record or account or the record or account of a relative;
8. not post inaccurate information to his/her personal Human Resources records or those of a relative;
9. immediately report any violation of this code to management.

Related Policy: LIT.1.04, LIT.3.02, LIT.7.06

Relevant Forms/Documents:

Relevant TSUS Policies/Forms/Documents:

Relevant Statutes:

Relevant SACSOC Standards:

Document History:

Adopted:

Reviewed:

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