



California Health Sciences University

Private and Confidential Information Policy

Purpose and Scope

This policy is applicable to how California Health Sciences University (CHSU) and all of its divisions that manage private information of its student's faculty and staff, including employment, student, and medical records.

DEFINITIONS:

- Private and confidential information refers to information about students, faculty, and employees that the university creates or receives and that it not intended to be accessible to the public. Examples of private and confidential information include grades, financial aid applications and awards, performance evaluations, family data, and medical records.

POLICY:

California Health Sciences University serves students and the public. In many cases, an employee may be exposed or have access to information that is of a private and confidential nature. None of this information should be disclosed to unauthorized persons or entities except as provided in this policy. Any proven breach of confidentiality may result in serious personnel action up to and including immediate termination.

Private and confidential information includes the following:

- Advisee/Advisor Records
- Academic Counseling Records
- Career Counseling Records
- Evaluations
- Grading
- Credit Hour
- Financial Aid applications and awards
- Student Personal Identification Information

CHSU limits its collection, use, and disclosure of private and confidential information so that the University will only come into possession of private and confidential information that is needed for its administration or other legally required purposes. Access to this information is limited to CHSU employees with legitimate reason to access such information in order to complete their job responsibilities. Employees cannot use private and confidential information for personal reasons or release such information to anyone outside CHSU unless release of the information has been approved by the individual whose private and confidential information is at issue. The only exceptions are where release of the private and confidential information may be required because of investigations or lawsuits, to protect the safety of individuals in the community, or is otherwise permitted by law.



Employees are to follow any additional policies and procedures specific to their position and any work applications used in the position. All CHSU faculty and staff are required to complete biennial FERPA training. Records of completion of all faculty and staff are kept in the office of Human Resources.

Procedures

Employees who receive requests for confidential information must follow specific policy that applies to that request. For policy clarification and details, employees are to consult departmental procedures and an expert in the respective area of information. Proper handling of confidential information includes not releasing such information to anyone unless that person has authorization.

If the designated representative of an employee requests access to the employee's personnel and medical files, the representative must present a written authorization signed by the employee that clearly and specifically describes the information the representative may inspect or copy. At no time during the access of an employee's file will the file be out of the direct supervision of the college record keeper.

Sanctions

The consequences of mishandling confidential information (intentionally or unintentionally) range from receiving instruction on proper handling of such information to corrective action or discipline or termination of employment or dismissal from the University.

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- Policy Owner: Student Affairs/Human Resources
 - Effective Date: 02/02/2023
 - Approval by Provost Date: 01/27/2023
 - Approval by Provost Date: 02/01/2023