

SUPERSEDES: 09/08/2015	SECTION: Academic & Student Affairs
POLICY AND PROCEDURE MANUAL MERCY COLLEGE OF OHIO, TOLEDO, OHIO Signature on file Signature: Dr. Susan Wajert, President	CODE NO. 513
	SUBJECT: Confidentiality
	DATE ORIGINATED: 11/2013
	DATE BOARD COMMITTEE APPROVED: 02/22/2020
	DATE BOARD APPROVED: 03/10/2020
	DATE OF NEXT REVIEW: 2023 January 1-31

Confidentiality Policy

PURPOSE:

To educate the College community of their rights and responsibilities regarding confidential information.

SCOPE:

This policy applies to students, faculty, staff, and any other party who has authorized access to Mercy College of Ohio (“the College”) information including vendors and agents associated with the College.

POLICY:

- I. The College is the owner of the confidential information it collects. The College reserves the right to deny access to those who fail to use such information in accordance with this policy. Users must adhere to all applicable laws such as HIPAA and FERPA and to all College policies.
- II. The College expects all users to meet the highest standards of ethics and responsibility.
- III. The College is committed to protecting the privacy of its students, alumni, parents, faculty, and staff. Students, faculty, staff, and anyone else authorized to use college confidential information are responsible for reading, understanding and complying with this Confidentiality Policy.
- IV. The College strives to educate the College community in responsible use and will respond when violations are pointed out. Questions regarding this policy should be directed to the Director of Compliance and Risk Management, Vice President of Student Affairs or the Vice President of Academic Affairs.
- V. Students who are found in violation of this policy will be subject to the Student Code of Conduct.
- VI. Faculty and staff who are found in violation of this policy will be subject to disciplinary action.

Board Approved: 03/10/2020
Board Committee Approved: 02/22/2020

Revised: February 2020 (*changed Purpose to include College community, job titles as appropriate*)

Board Approved: September 8, 2015

Board Committee Approved: August 25, 2015

Revised: September 2014

Originated: November 2013