

Confidentiality Policy

Approved by the University Council on March 18, 2016

Approved by the Board of Trustees on May 9, 2016

PREAMBLE

As mentioned in the Notre-Dame University–Louaize (NDU) *Code of Ethics*, the University stresses the necessity to respect the right to privacy and confidentiality in all matters related to administrative and academic work. Confidential information includes, but is not restricted to, all personal and private information, such as: health records, students' records, salaries, financial information, performance evaluations, and University databases. Furthermore, confidential information includes all non-public information that might be of use to competitors or other third parties, or information that could be harmful to the University or its Entities if disclosed. Confidential information also includes information that third parties have entrusted to the University.

PURPOSE OF POLICY

The intent of this Policy is to ensure an environment that complements the NDU mission as a provider of research and education. All confidential information should be maintained in a manner that ensures complete privacy for those involved.

If provided with confidential information, University entities must respect this confidentiality and refrain from using it for personal gain. Unauthorized use of confidential information may be considered as breach of contract. In serious cases, the University reserves the right to initiate legal proceedings. When in doubt as to whether or not information is indeed confidential, no information should be disclosed without first obtaining permission from the party involved. Parents or legal guardians of students over the age of 18 whose children are still financially dependent may have access to academic information in the presence of the student concerned.

At the end of one's contract with the University, employees must return any confidential files in any form, which refer to the University's private business, and sign an agreement not to use private University information after the end of the contract. The obligation to preserve confidential information continues even after employment ends.

DEFINITIONS

Confidential Information is any information to which the duty of confidence applies. A duty of confidence is created when private information has been passed on in such a way that the person receiving the information was aware, or should have been aware, that the information was being imparted on the basis of confidentiality.

PROTECTING STUDENT CONFIDENTIAL INFORMATION

The University holds student records, and students have a right to expect that these records are legitimately held and maintained as confidential information, and kept safe from unauthorized access and processing. These records may not be disclosed to a third party, including parents, spouses, partners or relatives, friends or associates, landlords, credit companies, banks, schools, colleges, universities, or even court officials, and the law enforcement agencies without a court order or ruling from a competent authority requesting such release of confidential information. Only the person/student concerned may request a release of confidential information, and only when such a request is made in writing to the University.

BREACH OF CONFIDENTIALITY

Any claim of a breach of confidentiality should be reported to the immediate supervisor. Violators of the University's *Confidentiality Policy* shall be subject to disciplinary action.