1. Purpose

The purpose of this rule is to set forth the requirements under the Division of Student Affairs for privacy protections and security of individual and university confidential information acquired during the course of employment or service to the university that is not otherwise subject to public disclosure under North Carolina Law. Each work study student, volunteer, intern or student staff granted access to data and information holds a position of trust and must preserve the security and confidentiality of the information acquired.

2. Scope

This rule is applicable to all work study students, volunteers, interns and student staff.

2.1 Departmental Confidentiality Policies

Departments within the Division of Student Affairs may develop and implement confidentiality policies tailored and detailed for their specific areas so long as those policies comply with the University’s Data and Information Policy (REG 70.00.02) as well as state and federal law.

2.2 Confidential Communications

Documents and files (both electronic and hard copy) containing confidential information are to be accessed, used, and disclosed only with explicit authorization of a supervisor. Confidential information regarding any individual or entity acquired during the course of employment or service must not be divulged to anyone within or outside of the university without the explicit authorization of supervisor.

2.3 Documents and Files
Documents and files containing confidential information must be disposed of in a way to ensure that information is no longer recognizable or retrievable and in accordance with the University's Records Retention and Disposition Schedule Regulation (REG 01.01.3).

2.4 Administrative Safeguards

All work study students, volunteers, interns, and student staff must use available physical, technological, and administrative safeguards, in accordance with university policies and procedures, to protect the security of all confidential information regardless of form or medium.

2.5 Employment and Service Condition

All work study students, volunteers, interns and student staff must sign a Confidentiality Agreement as a condition of employment or service.

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