

LEBANESE AMERICAN UNIVERSITY
POLICY ON ACCESS TO UNIVERSITY RECORDS
Approved by the University Executive Council on August 7, 2007
Approved by the Board of Trustees on September 6 & 7, 2007

Policy Statement:

The purpose of this Policy is to ensure that the Lebanese American University community has ready access to information needed in order to carry out its responsibilities in as effective and efficient manner as possible.

The University is the owner of all administrative data; individual units or departments may have stewardship responsibilities for portions of that data. The University intends that the volume of freely accessible data be as great as possible.

This Policy applies to any, and all, information the Lebanese American University has, regardless of who created it, or how it is distributed or maintained.

Policy Purpose:

This Policy is designed to increase the value of University information resources through widespread and appropriate use, and to prevent the inappropriate, and unauthorized, disclosure of information, thereby avoiding adverse legal consequences.

Policy Objectives:

It is the intent of the Lebanese American University, through utilizing this Policy, to provide efficient and effective access to information, so as to minimize the expenses related to record keeping and document production, and to maximize the resources devoted to advance the Mission of the University.

Types of Data:

The Lebanese American University's database consists of information critical to the success of the University as a whole. Data may be digital text, graphics, images, sound, electronic or hard copy, or video.

Official Records of the University:

The official records of the University include, but are not limited to, records of the Board of Trustees, its Committees, sub-committees, the office of the President of the University, the offices of the Vice Presidents, the office of the General Counsel, the Human Resources Office, the Office of the Registrar, the Business Office, and other administrative offices that produce records that are deemed confidential in nature, and as decided upon by the President's Cabinet.

Administrative Records of the University:

The administrative records of the University include records generated by Schools, Divisions, Departments, Committees, Councils, Institutes, and other constituted units of the University.

Access to Data:

Access to information will be limited to authorized individuals whose jobs reasonably require it, as detailed in the procedures governing accessibility of records.

Use of Data:

The disclosure of University data in any way, except as required by one's job responsibility, and approved in advance by the custodian of the data, is explicitly forbidden by the Lebanese American University. This includes data that one is not previously authorized to have any type of access to.

The Lebanese American University also forbids the use of any data for one's own personal benefit or to satisfy one's curiosity.

Misuse of Data:

Each individual is responsible for the accurate presentation of data, and will therefore be responsible for the consequences of any intentional misrepresentation of incomplete, obsolete or missing data.

Confidentiality:

Authorized individuals accessing private records will respect the confidentiality of such records, and will observe any ethical restrictions that apply to the data that they access. Authorized individuals shall abide by the applicable University Policies and Procedures with respect to accessing, using, or disclosing of, information.

All users who have access to legally restricted, and/or official, and/or administrative, records, whose nature is confidential, will formally acknowledge, by signing a statement, (if so required by the University), their understanding of the level of access provided, and their responsibility to maintain the utmost confidentiality of said data.