

Lebanese American University
CONFIDENTIALITY POLICY
Adopted by the Board of Trustees on March 24 & 25, 2011

Preamble

In line with its Code of Ethics, the Lebanese American University endeavors at all times, and as much as it is dependent on it, to protect the privacy of all its students, staff, donors, and alumni, and to preserve the confidentiality of the information under its custody.

Purpose of Policy

The purpose of this confidentiality policy is to regulate the exchange of information between different University entities, as well as between the University and third parties. Disclosure of information may cause harm to the entity disclosing the information, to the University itself, or to another party, whether inside or outside the University. In order to protect the University's interests and protect University entities from any potential harm resulting from any such disclosure, this policy was put into effect.

Definitions

Public Information: may include any information, document, or fact made available to the public through any media. Unless specifically required by the person concerned, the University may publish such information to the public voluntarily or on demand.

University Entities: are all staff members and all faculty members and students, whether full-timers or part-timers, alumni, and donors. Board Members are also considered University entities for purposes of this policy.

Confidential Information: is any personal information pertaining to any University entity; any information shared with a supervisor, an authorized staff/faculty member, or student; personnel issues; and student transcripts and records.

Policy Statement

University employees may not disclose information deemed as confidential within or outside the University, except to individuals or parties proven to be authorized to receive such information. University employees should exercise caution not to disclose such information to anyone else, and to avoid using such information for personal gain or to the advantage of another organization or institution.

How to Protect Confidential Information

University employees:

- Must protect confidential information regardless of the media through which it is conveyed: printed material, electronic files, emails, verbal conversations, etc.
- Must protect confidential information for the whole life cycle of this information: from creation and all through the cycles of storage, use, transmittal, retention, and finally disposal.
- Should only share information on a need-to-know basis and only with authorized personnel.
- Should make sure that, in the case a third party outside the University is to be privy to certain confidential material, an agreement is signed to protect such confidential material.
- Should make sure that, in the case of imparting information to a third party outside the University, any person(s) affected by this sharing of information should sign a release form allowing the University to disclose such information, and thus releasing the University from all liability.
- Should avoid sharing confidential information with family and friends, and avoid talking in public places, such as elevators, airplanes or restaurants, where they can be overheard, about information deemed confidential.
- Should report any actual or suspected disclosure of confidential information to the University General Counsel.

Confidentiality Pertaining to University Students

The University has a database of general information on students, known as Directory Information, which could be accessed by certain outside organizations/institutions upon request, and provided the consent of the student is secured.

Such Directory Information includes student:

- names
- addresses
- telephone numbers
- email addresses
- dates and places of birth
- most recent educational institution(s) previously attended
- participation in sports and activities
- major fields of study
- enrollment statuses (fulltime/part time)
- dates of attendance at the University
- degrees and awards received

No Directory Information will be given out to any organization/institution unless students authorize such access.

Only the Registrar's Office may give out Directory Information in response to a request from an outside organization/institution. No other office is allowed to give out such information.

The Registrar's Office may only give out Directory Information if and only if the student has authorized such release of Directory Information by filling out ***Attachment A, Directory Information Release Form***.

The University may also receive from time to time requests from outside organizations/institutions, such as embassies, financial aid providers, other universities students are applying to, and others, to access student records.

Such information will only be given out by the Registrar's Office if students fill out ***Attachment B, Information Release Form***.

When Does the University Divulge Confidential Information?

- Confidential information may be released when the University receives a court order or ruling from a competent authority requesting the University to release information deemed confidential pursuant to this policy.
- All information voluntarily given to a third party by the person concerned loses its protected status as confidential information as specified in this policy, and thus it may be released.
- Confidential Information may be released if the University receives written authorization from the concerned person to release information deemed otherwise confidential.

Attachment A

Directory Information Release Form

I, the undersigned, _____, so hereby authorize the Lebanese American University to give access to any individual organization/institution requesting information from the Directory Information detailed in the University Confidentiality Policy.

Furthermore, I understand that Non-Directory Information will not be made available to any organization/institution prior to securing my written consent.

I further understand that all Lebanese American University staff, administration, faculty, and advisors may access Non-Directory Information when warranted, and without my consent, in order to facilitate my enrollment and educational process, subject to the terms of the University Confidentiality Policy.

Student Name _____

Signature _____

Date _____

Attachment B

Information Release Form

I, the undersigned, _____, do hereby request that the Lebanese American University give access to _____ to obtain confidential information from my student record.

I do release the University from any claim, demand, or any kind of liability that may stem from such release or be a concern of it.

I do acknowledge that the release of my student record confidential information is solely based on my request and made pursuant to my own demand.

Student Name _____

Signature _____

Date _____