

## **Physician Assistant Program (PAS) Student Confidentiality and Academic Record Release Policy and Procedure**

### **Policy**

1. The PAS program maintains the security and confidentiality of PAS student data and information.

### **Procedure**

1. Any individual granted access to PAS student data and information abides by the applicable Federal and State guidelines and University policies regarding data confidentiality, including, but not limited to, the Family Education Rights and Privacy Act (FERPA).
2. Individuals with authorized access to GVSU's computer resources, information system, records, or files are given access to use the University's data or files solely for the business of the University. Individuals should (a) access data solely to perform the employee's job responsibilities, (b) not seek personal benefit or permit others to benefit personally from any data that has come to them through their work assignments, (c) not release University data other than what is required in the completion of job responsibilities, and (d) not exhibit or divulge the content of any record, file, or information system to any person except as it is related to the completion of their job responsibilities.
3. Users of the University information system are required to follow the procedure outlined below:
  - a. Storage of student or staff confidential data on local storage media (laptops, desktops, storage drives, etc.) without proper data encryption is strictly prohibited.
  - b. All transactions processed by a user ID and password are the responsibility of the person to whom the user ID was assigned. The user's ID and password must remain confidential and not be shared with anyone.
  - c. Passwords should be changed periodically or if there is reason to believe they have been compromised or revealed inadvertently.
  - d. Upon termination or transfer of an individual, Information Technology will immediately remove access to GVSU data. The email account may stay active for up to 30 days.
4. Access to University data and information is for the sole purpose of carrying out job responsibilities. Breach of confidentiality, including aiding, abetting, or acting in conspiracy with any other person to violate any part of this policy or FERPA policy, may result in sanctions, civil or criminal prosecution, and penalties, loss of employment, and/or University disciplinary action, and could lead to dismissal, suspension, or revocation of all access privileges.
5. If PAS students want to access University records, they should contact the Registrar's Office.
6. If PAS students want to access their own PAS program student records, they may schedule an appointment with their PAS program academic advisor.
7. If PAS students want information released to individuals other than authorized PAS program faculty and staff, they must complete a release of information form.
8. This policy complies with the University's Confidentiality, Data, and Security Policy.