



TREATMENT OF HUMAN SUBJECT RESEARCH INFORMATION POLICY

Approved By:

Date of Last Revision:

Responsible Office/Department: Center for Scholarly & Creative Excellence

Policy Statement

All faculty, staff and/or students conducting research involving human participants are responsible for protecting information associated with research activities and taking appropriate steps to prevent the release of individually identifiable research information, in full compliance with applicable Federal and State regulations and University policies.

This policy pertains to individually identifiable research information that, if disclosed, could reasonably be expected to present a risk of harm to individuals or groups of individuals. This includes medical or health information, Social Security numbers, individually identifiable financial information such as numbered accounts from credit card companies, financial institutions, and related private information. Medical records containing protected health information may also be subject to additional privacy protections as required under the [Health Insurance Portability and Accountability Act of 1996 \(HIPAA\) regulations](#). The privacy of student education records is protected under [The Family Education Rights and Privacy Act of 1974 \(FERPA\)](#).

All requests from an external agency or official requiring a researcher to disclose information, e.g. subpoena, national security request, court order, Freedom of Information Act request, should immediately be referred to the University Counsel Office (616-331-2067).

Procedures for implementing this policy are available on the GVSU Human Research Review Committee web site at www.gvsu.edu/hrrc. For additional information or assistance, contact the Chair of the Human Research Committee (616-331-3197).