

BROOKDALE COMMUNITY COLLEGE
COLLEGE REGULATION

2.0011R**I. Title of Regulation**

Confidentiality of Data Records

II. Objective of Regulation

To ensure that all data collected and retained by the Information Technology Department is classified as confidential material.

III. Authority

N.J.S. 18A:64A-12(p)

IV. Regulation Statement

The Information Technology Department collects and retains data information on students and employees for Brookdale and also for outside agencies. In addition, records on facilities, equipment and materials are maintained. Accordingly, the Information Technology Department acts as a service organization for other individuals assigned the prime responsibility for generating records and reports based on the source data. All of these records are classified as confidential.

Under normal circumstances, reports and records based on data information retained by the Information technology Department will be forwarded only to the individual who is assigned the prime responsibility for the maintenance of source data.

Records and reports are not available to individuals other than the aforementioned person with prime responsibility without the express, written consent of the individual responsible for maintaining source data for students, employees, outside agencies, etc.

V. Responsibility for Implementation

Executive Vice President for Administration, Operations and Information Technology Services

Approved: President
 1/5/72
Effective: 1/5/72
Revised: 3/12/76
Updated: 2/09