

ADMISSIONS OFFICE CONFIDENTIALITY POLICY

Introduction

The Trinity College Admissions Office recognizes that we have legal and ethical obligations to respect the privacy of our prospective students and applicants (collectively, "Constituents").

This policy has been adopted to guide both staff members and volunteers regarding the proper handling of the Constituent information, which is gathered and maintained in support of Admissions programs. It is not intended to address every circumstance, but to provide general guidelines from which more specific rules and procedures can be developed.

Confidential Information:

Confidential Constituent information is collected by the Admissions Office from the Constituents themselves or from publicly available sources. Confidential Constituent information includes, but is not limited to, name, address, telephone number, social security number, and any other personal information received from or relating to Constituents.

Access to Information:

The Admissions Office reserves the right to determine who is permitted to access the information it maintains. Only authorized agents of the college and the Admissions Office, including employees, volunteers, and trustees, are allowed access to confidential Constituent information.

Security of Information:

Confidential information collected and maintained by the Admissions Office is stored in a variety of forms. College employees, volunteers, and other individuals authorized to access Constituent information are prohibited from releasing, intentionally or otherwise, confidential information to any unauthorized person or organization.

Guidelines for ensuring the security of confidential information in its various forms include the following:

- 1) For Paper Documents:
 - a) Designated staff in the Admissions Office must lock Central Files cabinets when leaving the office each evening and are to reopen them at the beginning of the next business day.
 - b) Employees and volunteers must take responsibility for securing any confidential files in their possession.
 - c) Confidential files and documents may not be left out in plain view when not in use. They must be secured in a desk drawer, file cabinet, or other secure location.
 - d) Confidential materials sent via fax or campus mail must be marked "Confidential."
 - e) All documents containing confidential or sensitive information are to be labeled "Confidential."
 - f) Documents containing confidential information must be shredded after use.

2) For Electronic Resources:

- a) Employees of the Admissions Office will have access to electronic resources as appropriate to their job responsibilities.
- b) Employees of other college offices may obtain limited access to such electronic resources at the discretion of the Director of Admissions.
- c) Passwords for individual access to electronic resources are not to be shared.
- d) Employees must log off any confidential electronic resources or turn off their computers if absent from their desks for an extended period.
- e) Electronic media such as computer disks and tapes must be secured when in storage. When no longer needed, they must be disposed of in a manner appropriate to the specific medium.

Conclusion:

The Trinity College Admissions Office wishes to operate lawfully and with respect for our Constituents' right to privacy. Therefore, all employees, volunteers, and authorized agents of the Admissions Office must abide by the guidelines established in this policy. To ensure familiarity with this policy, all employees and authorized agents of the college will be educated about Admissions confidentiality regulations as part of their employment or volunteer training. Failure to abide by the Admissions Office privacy guidelines and confidentiality policy may be grounds for disciplinary action, up to and including termination of employment and/or removal from a volunteer position.