

Dear Student Employment Supervisors-

We hope all is well with you and your student employee/s. As the University continues to create an environment where every individual's personal records are kept private and secure, it is important for us all to review how confidential information is handled in our workplace.

Confidential information includes the following:

- Social Security numbers
- Marital status
- Number of dependents
- Country of citizenship
- Campus activities and leadership positions
- Academic evaluations
- Standardized and other test scores
- Admission application form
- University disciplinary actions
- Financial transactions

Taking the following steps will help you and your student employee/s to ensure that all confidential information is being handled properly:

1. Use the fax or phone when communicating Social Security numbers with the Student Employment staff. While we appreciate the convenience of email, sending student's Social Security numbers via email is dangerous. Therefore, we request that you call or fax us in any communication that involves Social Security numbers.
2. Familiarize yourself and your student employees with University policies, specifically
  - Operational procedures and regulations regarding collection, retention and dissemination of information about students (#3342-5-09)
  - Operational procedures and regulations regarding release of name and address listings. (#3342-5-16)
  - University Policy on responsible use of information technology (#3342-5-41)
  - Administrative policy regarding electronic communications for students (#3342-4-49)
  - Administrative policy on responsible use of information technology (#3342-5-42)
  - Administrative policy regarding electronic communications for students (#3342-4-49)
3. Have all student employees who handle confidential information sign the "Agreement for the Secured Use and Confidentiality of University Records and Data" form available [online](#) or through the Director of Security and Compliance (384 Library, 672-0.83)
4. Get expert help. Contact Greg Seibert, Director of Security and Compliance, at 672-0383 to schedule a training session for your employees (student, civil service, administrative and faculty).
5. Review departmental procedures in handling confidential information and determine procedures for retaining such information. If it is not necessary to retain confidential information, please dispose of it appropriately.
6. Ensure that personal information you are collecting about your student employees is handled in a secure manner.

If you require additional assistance or information, please feel free to contact Greg Seibert, Director of Security and Compliance, at 672-0383 or [www.security.kent.edu](http://www.security.kent.edu)

Thank you for your attention to this matter and for your ongoing support of student employment at Kent State University.