

# University of Arkansas at Pine Bluff

## Faculty/Staff Handbook

Policy: **CONFIDENTIAL INFORMATION**

Policy #: **7.1**

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Employment at UAPB may result in an employee having access to academic, personnel, budgetary or other such confidential information. An employee is expected to respect the confidentiality of such information and not disclose it to anyone who does not have an official need for the information, except as required by law.

The Family Educational Rights and Privacy Act, also known as FERPA or the Buckley Amendment, prohibits, with certain limited exceptions, the release of information from a student's educational records unless the student has given written consent. Questions about FERPA compliance should be directed to the Registrar or the General Counsel.

The Health Insurance Portability and Accountability Act of 1996 (HIPAA). The HIPAA Privacy Rule provides federal protections for personal health information held by covered entities and gives patients an array of rights with respect to that information. The Office of Human Resources is the custodian of all HIPAA information.

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**Resource(s):**  
**Approved by:**  
**Approval date:**  
**Custodian:**