

CONFIDENTIALITY

COMPUTER ACCESS

Computer access is limited to the Center staff *only*. Criminal Justice students seeking use of computers must first have faculty permission and may then use the Statistics lab located in room SB 106. They should be asked to sign in and identify which computer they are using.

DATA PRIVACY

Due to the highly confidential status of data, all files must be locked when not in use. When papers are no longer needed, they are to be shredded. Serious legal consequences can occur if data privacy is breached. A breach occurs anytime someone outside of the Center staff has access to data (paper or electronic), equipment, or is verbally given any information regarding such data. If you are a witness to, find out about, or accidentally commit a breach, it is your duty to report it immediately to the project director. This includes if there is a visitor in the Center when sensitive data is being discussed, if someone is seen looking through data, or if it is suspected that data is missing or stolen.

At the beginning of your employment in the Center, you will be asked to sign a blanket confidentiality agreement that will apply to all work done in or for the Center. Before beginning any project, proper confidentiality agreements (when required) must be signed. Examples of such agreements are available in the appendix.

The confidentiality policy used by the university is as follows: *Information about CSUSB, its employees, customers, supplies, vendors is to be kept confidential and divulged only to individuals within the university with both a need to receive and authorization to receive their information. If in doubt as to whether information should be divulged, discuss the situation with your supervisor. All records and files maintained by the university are confidential and remain the property of the university. Records and files are not to be disclosed to any outside party without the express permission of the appropriate administrator.*

PASSWORDS

Computer access is controlled with an account system monitored by the SBS Computer Technology Department. Each user will have a separate profile with a private password. Data files saved on individual computers should be locked with separate passwords as well. Do not write down passwords and leave them out, they must be secured.

SECURITY

The Center doors shall remain locked until further notice. If leaving in the evening, campus escorts are available to walk you to your vehicle. They can be reached at extension 5165. The key is available from Mary Schmidt during regular office hours (SB209a). Staff members that have a job classification of Research Assistant I or higher are eligible for a key.

VISITORS

Due to the highly confidential status of data, no unauthorized visitors are allowed in the Center. They may not have access to or view any information on the computers or in files. Please contact a director to obtain clearance for special guests.

COMMUNICATIONS OUTSIDE THE CENTER

All communications with contracting agencies (funded or non-funded research) including but not limited to requests for data, reports, or other negotiations must pass through the following chain of command. Project Supervisor(s) report to Principal Investigator(s). The Principal Investigator interacts directly with the contracting agencies. This chain of command can only be broken by direction from the Principal Investigator. For example, if you have just made finishing touches on a final report, the report must be submitted to the Project Supervisor for review. The Project Supervisor will then consult with the Principal Investigator. Once the report is satisfactory, the Principal Investigator will forward the report to the granting agency or make provisions for someone else to forward the report.