

## **Undergraduate Association Confidentiality Policy For Undergraduates sitting on Standing Committees of the Faculty**

*In the process of serving as representatives on Standing Committees of the Faculty, undergraduates may be exposed to or have access to information which is not available to the student body as a whole. When presented with this information, it may be unclear exactly how confidential this information is, and who the student leader has permission to disseminate the information to. The purpose of this document is to create a set of "levels of confidentiality" which can be assigned to sets of information in order to make clear who the information can be shared with.*

*Regardless of the the audience, before disseminating a document or any information proceeding from a document that was obtained in a meeting of a Standing Committee of the Faculty, the undergraduate representative must confirm who the level of confidentiality with either the Chair of the Committee or the staff to the Committee. Only with the written consent of one of those two individuals should an undergraduate share the contents of a document or any other potentially confidential information acquired in a committee meeting.*

*When an undergraduate wishes to share a document which has potentially confidential information with individuals who are not members of the given committee, they must submit a written request for approval to the chair of the committee. If the information that the undergraduate wishes to share is not contained in a document, they must produce a document themselves which lists the information they wish to share. In addition to the aforementioned document, every request should also contain the individuals or groups who the undergraduate rep wishes to share the information with.*

*After a request is submitted the chair can respond to the request with the level of confidentiality which they think is most appropriate. If a document is given a confidentiality level above 0, the chair should also include a brief statement attached explaining why this document is confidential. The chair also reserves the right to classify a document of a certain level of confidentiality, given that certain portions of a document are not shared at all. However, the chair can only give one level of confidentiality for the remaining sharable part of the document that is still deemed shareable.*

*The confidentiality of each set of information, understandably, depends heavily on who is receiving the information. Throughout the coming descriptions, relevance is a nebulous terms which will be used extensively.*

*Relevance is the need a given individual has for a set of information, and is one of the large determining factors in deciding whether an individual is permitted to receive information at each confidentiality level. The importance of relevance cannot be overstated. Information is considered relevant to an individual if it is necessary for them to carry out their duties and obligations to their constituents. Note that information which may be interesting but not*

*beneficial, or information which will not help but will not harm undergraduates, is not covered under relevance.*

*What follows is the confidentiality levels, and a brief description, which should be suitable to explain what can and cannot be done for each level.*

## **Levels and Descriptions**

### Level 0

Level 0 is information which is able to be freely distributed to any undergraduate or administrator. The Undergraduate Association prides itself on both its transparency and service to students, and with that in mind, all information that can reasonably be accessible to all should be accessible to all.

### Level 1

Level 1 is information which should be distributed only to relevant parties. This level falls much more on the side of discretion than the side of true confidentiality, but is useful nonetheless. Information which is designated Level 1 will primarily be information which is not actively being provided to the general student body, but is available if desired. For example a document classified as Level 1 regarding a specific dorm could then be shared with and only with the residents of that dormitory.

### Level 2

Level 2 is information which can be distributed to anyone who is relevant and in a position of leadership. For example, a document classified as level 2 regarding Baker House could be shared with the president of Baker House or the Baker Executive Board.

### Level 3

Level 3 is information which can be distributed to anyone who is both relevant and in a position of leadership of a relevant group. For example, a document classified as level 3 by the president of Baker House could be shared with the other dormitory presidents, as well as anyone relevant and of a higher position (i.e. UA President, Dormcon President).

### Level 4

Level 4 is information which should not be shared with any undergraduate regardless of the circumstances. This level is primarily intended to protect personal information of students, staff or faculty in addition to sensitive student data.

## **Additional Confidentiality Procedures**

### *Breaches*

Even with a thorough confidentiality system in place, information may still be possessed by individuals or groups which should not have access. If this is believed to be the case, one should first alert the owner of that information, and second request the unintended recipient delete the information. If an undergraduate representative is found responsible for knowingly distributing information in a manner that violates the above policy, they may be removed from the committee by the faculty chair.