

STANFORD UNIVERSITY

PRINCIPLES OF PRIVACY IN THE UNIVERSITY

(Revised to Marc~ 1984)

1. The University should obtain information only with the informed consent of the Individual.
2. The University should collect information about individuals only to serve clearly defined purposes. If requested information is "optional", that fact should be clearly stated at the point of request, together with the purpose for which it is being collected.
3. The University should not collect information about individual political and social beliefs. Information about race, ethnic and national backgrounds, and religious affiliations should be collected only to serve compelling needs, and, if collected, should be voluntary, and should not become a part of the individual's record
4. Personal information (other than that which is public) collected by the University from individuals is presumed to be confidential.
5. Personal information, other than ordinary news or public information, derived from official University records should be disseminated outside the University only (1) with the consent of the person, (2) when required by legal process, (3) when funding institutions or agencies require limited financial or professional information, or (4) when approved by a standing committee reviewing categories of releasable information.

6(a) Individuals should be able to learn easily of:

The existence of systematically collected information concerning them, The purpose for which the information was collected,

The persons to whom it is made available.

6(b) Individuals should be able to learn the content of information systematically maintained about them.

7. Information about individuals should be assigned an appropriate life span and stored with all practicable security, consistent with the level of sensitivity of the material.

8. Except where required by law, University collections of personal information should not include unique identifying data elements that interlock with nonUniversity data systems.

--- (a) The University will not collect or use social security numbers in connection with student records;

(b) The University will continue to use social security numbers in connection with staff and faculty files where required to do so or where separation of division of files is either impractical or ineffective.

(c) Each office responsible for the maintenance of data systems will develop procedures to insure control of access to data on a "need to know" basis and to prevent unauthorized or accidental passage of data from the University data systems to non-University data systems.

(d) The University will not distribute to outside agencies unaggregated data unless required by law or requested to do so by the student or employee.

9. Each office (including departmental offices) systematically maintaining personal information for administrative purposes should promulgate and publish guidelines stating:

...nature of information

...purpose for which it is collected

...population represented

...persons to whom and circumstances under which the information
is made available

...life expectancy of files and computer records.

10. There should be a continuing review of, and responsibility for, matters of privacy at Stanford.