

Data and Records Policy

Access to Records

University of Dallas

3.2.3. If a request to review personnel records or student employment records is approved, the employee will be permitted to review the records in the Office of Human Resources with a Human Resources staff member present.

3.2.4. No copies of the personnel records or student employment records may be made or removed from the Office of Human Resources without the prior approval of the Office of Human Resources.

### 3.3. Disability Services records.

3.3.1. Student records. Except as otherwise permitted by Policy ADA-S – Student Right of Access to Education Records, Policy ADA – Amendment of Education Records, or Policy ADA – Disclosure of Education Records, access to records and information regarding medical conditions and treatment, including such information contained in completed verification

4.2. "Disclosure" means to permit access to or the release, transfer, or other communication of personally identifiable information contained in education records by any means, including oral, written, or electronic means, to any party except the party identified as the party that provided or created the record.

4.3. "Education records" means

4.3.1. General definition. Those records that are -

4.3.1.1. Directly related to a student; and

4.3.1.2. Maintained by the University or by a party acting for the University.

4.3.2. Exclusions. Education records does not include -

4.3.2.1. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

4.3.2.2. Records of a law enforcement unit of the University.

4.3.2.3. Records relating to an individual who is employed by the University that -

4.3.2.3.1. Are made and maintained in the normal course of business;

4.3.2.3.2.





