



**University of Pikeville  
Kentucky College of Osteopathic Medicine  
Office of the Dean**

## Confidentiality

**Policy Contact:** Dean, Kentucky College of Osteopathic Medicine  
**Policy Category:** Administration  
**Policy Number:** 1.4 (c)  
**Review:** Annually

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### **Purpose**

University of Pikeville – Kentucky College of Osteopathic Medicine (KYCOM) strives to ensure that student, employee and organizational information is contained in a confidential, safe and responsible manner and within the regulations set forth by federal and state agencies.

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### **Policy Statement**

Confidential information refers to sensitive, nonpublic information regarding students, employees and the organization. Employees of KYCOM may be exposed to a variety of student, employee or organizational information that is deemed private and confidential. Employees shall not disclose information to unauthorized individuals. Confidential information includes information that identifies or describes an individual and the disclosure of which would constitute an unwarranted invasion of personal privacy. Examples of confidential employee and business information includes home address and telephone number, medical information, birthdate, social security number, family data, financial aid, performance evaluations, proprietary information and academic peer review information. Confidential personal or business information may be in hard copy form, electronic or verbal communication and may only be used for specific job duties. Proper handling of confidential information is imperative, and such information should not be released without proper authorization.

- Student Records – access to student records is highly regulated and access shall only be granted for legitimate educational purposes. The Family Educational Rights and Privacy Act (FERPA), classifies student record information as private student records. This information shall not be released to third parties without signed consent from the student.
- Employment Records – employees may have access to their personnel file and supervisors may access their employees' records, that are not deemed confidential. Requests for such access must be made through the Office of Human Resources.

*General Disclaimer:*

*The information available is not to be treated as a contract, but rather a unilateral statement of policy. The university reserves the right to revoke, modify or suspend any of its policies and procedures at any time without notice.*



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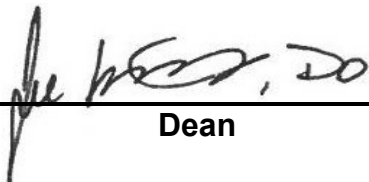
- Medical Records – relevant employee medical records are retained within the Office of Human Resources and relevant student medical records are retained within the Office of Student Affairs. Medical records have special protection under the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

**Related References**

[Health Insurance Portability and Accountability Act of 1996](#)

[UPIKE FERPA Policy](#)

[Employee Handbook FERPA Policy](#)

  
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Dean

November 19, 2021  
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Last Reviewed Date

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