

Lehigh University Department of Athletics

Policy and Procedures Regarding Security and Release of Data

We are required by FERPA, HIPAA, and other federal regulations to protect the privacy of every person who inquires about varsity athletics participation, applies for admission, matriculates at Lehigh University or is employed by, supports monetarily or is an alumnus of the Lehigh University Athletics Department.

Access to FERPA protected records is granted after a written agreement to University and FERPA regulations has been completed. The access to personal and financial records is granted based on the person's job description and needs to perform their roles. Access is granted by designated a Financial Manager for the financial records.

The Department of Athletics does not release information that would directly be attributed to one individual in accordance with required regulations. Reporting is done through the Department of Institutional Research or the assigned employee within the department. The data is shared only with governing bodies or departments that need the information as it relates to their employment role. The release of any additional information must be approved by the Dean of Athletics.

Release of information about any constituencies listed above is limited to those that have legitimate educational reason or job function need to see the data. Both discussion and release of this data are limited to the discretion of full time department staff.

All data is maintained for a minimum of 6 years. Confidentiality is also maintained in the disposal of records.