

Compliance Tips for the Month – June 2019

More on Data Privacy, FERPA Compliance, and You

During this Summer, please remind your staff, students, employees, and prospective students of the following tips to help protect their information, as well as to maintain the University's compliance with FERPA and data privacy:

1. For shared computers, please be sure to completely close out of any browser, document, platform, incident report, or other internet based document to ensure that the next person who utilizes the computer will not have access to the information of the prior individual.
2. For office computers, please lock and/or sign-out of your computer before leaving the office or leaving for the business day.
3. If you become aware of a FERPA incident, remember to contact the following offices:
 - a. ITD
 - b. Office of University Counsel
 - c. University Registrar
 - d. Office of Compliance and Enterprise Risk Management
4. Please be aware of Spoofing emails. Spoofing emails are emails that look as if they are from a legitimate individual within the University (e.g. President, Vice President, Assistant Vice President, Director, Faculty, and/or Staff); however, the emails are only attempting to obtain information from you. If you notice that you've received a fictitious or suspicious email, please notify ITD.help@mtsu.edu.

Summer Camp Safety and Minors on Campus

If you have questions about Summer Camp Safety or Camp Risk Management (including insurance coverage questions), please feel free to contact the Office of Compliance and Enterprise Risk Management. For incidences that occur at an MTSU Sponsored Camp, please ensure that you contact the following offices/departments:

1. Office of University Counsel
2. University Police (2424)
3. In situations regarding any type of abuse of a minor, contact DHS (please contact the Office of University Counsel and/or the Office of Compliance and Enterprise Risk Management for presentations and additional information on this issue).
4. Office of Compliance and Enterprise Risk Management, where appropriate.

For additional information regarding the University's policies and procedures regarding minors on campus, please contact the Office of University Counsel and/or the Office of Compliance and Enterprise Risk Management.

Thank you, and have a safe beginning of the Summer months.

Respectfully,

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I AM *true* **BLUE**.

MIDDLE TENNESSEE STATE UNIVERSITY

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