



## **UMBC POLICY ON PUBLIC RECORDS CONTAINING SOCIOLOGICAL INFORMATION**

**UMBC Policy # UMBC VI-5.00.01**

### **I. POLICY STATEMENT**

This *Policy on Public Records Containing Sociological Information* is intended to define Sociological Information that shall be excluded from inspection and disclosure as part of a public record under Maryland's Public Information Act.

### **II. PURPOSE FOR POLICY**

Maryland's Public Information Act grants the public a broad right of access to government records. However, §4-330 of the PIA provides, "If the official custodian has adopted rules or regulations that define sociological information . . . a custodian shall deny inspection of the part of a public record which contains sociological information . . . ."

In accordance with the statute, the University adopts this Policy and defines University data that constitutes Sociological Information. Consequently, the University shall deny inspection, under the PIA, of any and all records containing sociological information.

The exclusion of Sociological Information from public disclosure will serve to preserve the privacy of personal information and combat identity theft victimization of the University community.

### **III. APPLICABILITY AND IMPACT STATEMENT**

This Policy impacts all UMBC community members including, but not limited to, students, employees, vendors, donors, or other individuals participating in a University program or event or using University facilities.

### **IV. CONTACTS**

Direct any general questions about this University Policy first to your department's administrative office. If you have specific questions, call the following offices:

<b>Subject</b>	<b>Contact</b>	<b>Telephone</b>	<b>Email</b>
Policy Clarification	Office of the General Counsel	(410) 455-2870	

### **V. UNIVERSITY POLICY**

Under the Maryland Public Information Act (codified at Annotated Code of Maryland, General Provisions Article, § 4-101 *et seq.* (the “PIA”), UMBC shall deny access to public record(s), or portion(s) thereof, containing Sociological Information of UMBC community members. UMBC community members include, but are not limited to, students, employees, vendors, donors, or other individuals participating in a University program or event or using University facilities.

Sociological Information of a UMBC community member shall include the following information maintained by UMBC:

1. Scholarship, stipend, and financial aid records of individuals or their families;
2. Records about an individual's family, race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veteran status, marital status, sexual orientation, physical or mental disability, or genetic information;
3. Social security numbers;
4. Credit card and other banking information;
5. Personal addresses, phone numbers, or electronic mail addresses;
6. Information regarding marital status, dependents, or relatives;
7. Information regarding disciplinary status, including records related to an application for employment;
8. Applications for admission, scholarship, or awards, including those of applicants who were either not admitted or chose not to matriculate;
9. Class or employment attendance;
10. State residency status;
11. Immigration status;
12. Any information obtained through employment coaching or surveys;
13. Financial information, including income (excluding state salary), assets, and liabilities; and
14. Donation and donor information, such as gift agreements, communications, and contact information for individuals or entities who have made charitable donations (e.g. goods, services, money) to UMBC.
15. Records not related to the transaction of UMBC business.

## VI. DEFINITIONS

<b>Sociological Information</b>	Information that may compromise, or be combined with other data to compromise, a University community member’s privacy of personal information or put a University community member at risk of identity theft victimization. For more details, refer to Section V of this Policy.
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## **VII. APPROVAL AND PROCEDURES**

- A. Pre-approval is not applicable.
- B. Approval is not applicable.
- C. Procedures: There are no procedures for this policy.

**VIII. DOCUMENTATION:** None.

**IX. RESTRICTIONS AND EXCLUSIONS:** None

**X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:** None

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### **Administrator Use Only**

**Policy Number:** UMBC VI-5.00.01

**Policy Section:** General Administration

**Responsible Administrator:** General Counsel

**Responsible Office:** Office of the General Counsel

**Approved by President:** \_\_\_\_\_ [date(s)]

**Originally Issued:** \_\_\_\_\_ (date)

**Revision Date(s):** \_\_\_\_\_ (date)