



## Data Privacy Month

January 28th is celebrated annually as international Data Privacy Day. In Higher Education, privacy and data security professionals take this opportunity to celebrate this event as Data Privacy Month—January 28-February 28. As part of this annual event, the Compliance Office is joining the effort and partnering with our peers in higher education and industry experts to heighten awareness of privacy and data security resources. Our goal is to empower people to protect their privacy and control their digital footprint. Follow us on the UConn Privacy Blog at [privacy.uconn.edu](http://privacy.uconn.edu), in the Daily Digest and on Twitter (@UConnPrivacy). All month long we will be posting practical pointers, providing training and offering tools to help you protect yourself, your family, students and the University from identity theft, to make well-reasoned choices about what information you share online, and to make educated decisions about where, when and how you store personal data.

Questions about data privacy or information security? Contact Rachel Krinsky Rudnick at (860) 486-5256 or [rachel.krinsky@uconn.edu](mailto:rachel.krinsky@uconn.edu).



## What is a Compliance Investigator's Role?

The Compliance investigator is responsible for conducting investigations of reported concerns involving possible violations of University rules, policies or procedures. Investigations are conducted in a neutral manner and serve a fact-finding function without any assumption of wrongdoing.

The Compliance Investigator will review relevant documentation and interview individuals with knowledge or information pertaining to the investigation. Upon completion of the investigation, the matter is referred to the proper internal division of the University for disposition.

The Compliance Investigator also assists with the evaluation and referral of reported concerns which may be more appropriately reviewed by another office within the University. For example, matters related to personnel issues would be referred to the Office of Faculty and Staff Labor Relations, while matters involving research misconduct would be referred to the Office of the Vice President for Research.

Finally, the Compliance Investigator also responds to general inquiries and requests for information with regard to any compliance-related concerns, and serves as additional support to the office for any questions or concerns related to ethics.

UConn  
Office of Audit, Compliance & Ethics

9 Walter's Avenue, Unit 5084  
Storrs, Connecticut, 06269-5084  
Telephone: (860) 486-4526  
Facsimile: (860) 486-4527

Web: [www.audit.uconn.edu](http://www.audit.uconn.edu)  
REPORTLINE  
Phone: 1-888-685-2637

Web: <https://uconncares.alertline.com/gcs/welcome>

## Policy Updates

A University policy is an official statement expressing the position of the University on an issue of institution-wide importance. A policy guides the decisions and actions of the institution. Several University policies were recently revised.

- **The Use of Students in Outside Employment Policy** was recently revised and is available at <http://policy.uconn.edu/?p=1077>. This policy addresses University employees hiring students in any non-University supported activity. A new template for the written offer of employment is included within the policy.
- The University [Health and Safety Policy](#), [Electrical Safety Policy](#), and other guiding documents authored by Environmental Health and Safety were recently updated. Visit <http://www.ehs.uconn.edu/ppp/> for details and important links.
- **Use of Animals in Teaching and Research** was updated at <http://policy.uconn.edu/?p=113>. This policy outlines the principles that govern the humane conduct of animal-based activities, ensures compliance with external regulations and establishes roles and responsibilities of those individuals who are involved in the care and use of animals in research and teaching.

## Annual Compliance Training

It's that time of year again! The Office of Audit, Compliance & Ethics is launching its annual Compliance Training in February. Compliance Training consists of an overview of policies that affect all employees such as the Code of Conduct and the University Guide to the State Code of Ethics.

Training is available in two formats. You may attend an in-person presentation at the **Student Union Theatre** or take the training online. The online training will require participants to accurately answer questions throughout the session and will be available by late February. In-person attendees will be required to sign an attestation form at the end of the session.

Faculty and Staff must complete one or the other by May 15, 2015.

This year's Compliance Training topics will cover:

- The University Code of Conduct and the Importance of Individual Behaviors
- The University Guide to the State Code of Ethics
- Health and Safety in the Workplace

For information on training, please visit:

<http://audit.uconn.edu/>

Contact The Office of Audit, Compliance & Ethics at 486-2530 with questions.

## Digital Imaging Rules

I had a piece of paper  
I scanned it one day  
Electronic was the answer  
So I threw the page away.  
The efile refused to open  
My computer went berserk  
If only I followed the [rules](#)  
Maybe this would have worked!

The Digital Imaging Policy and Standards are located at: [records.compliance.uconn.edu](http://records.compliance.uconn.edu).

Contact Betsy Pittman, RMLO at 860-486-4507 or Laurie Neal at 860-486-4805 with questions.

