

Non-Public Information

It's important for all employees, current and former, to know the types of confidential, non-public information prohibited from disclosure under the Florida Code of Ethics for Public Officers and Employees (the "[FCOE](#)") and [USF Policy 0-027](#).

This compliance-in-a-nutshell document addresses common questions on this topic and guides employees in doing the right thing; however, this guidance is not intended to substitute for an employee's consultation of official USF regulation or policy.

WHAT IS NON-PUBLIC INFORMATION?

Non-public information is any USF record which is exempt from the inspection and duplication requirements of Public Records law and/or which is protected against public disclosure by federal or state law. Examples of non-public information include, but are not limited to, student records, medical/psychological records, social security numbers, and other confidential information. Consult with your Supervisor for more specifics on what information is considered non-public information by your organizational unit.

WHAT DO I NEED TO KNOW?

Current and former USF employees are prohibited from disclosing nonpublic information for the personal gain or benefit of themselves or any other person or business entity.

WHOM CAN I CONTACT FOR MORE ADVICE?

Employees should direct questions about which USF records are exempt from public records law and/or protected from public disclosure under federal and state law to the following:

- Consult with their supervisor
- Contact the [Office of the General Counsel](#) by calling (813) 974-2131
- Contact the [Office of Compliance & Ethics](#) by calling (813) 974-4373, option 7 or emailing eDisclose@usf.edu.