Access to Records

**Medical Records**

Information contained in a medical record is considered Private Health information (PHI) and is protected under the Health Insurance Portability and Accountability Act (HIPAA). Written permission to access PHI must be obtained from the owner of the record before access to the record is permitted.

A waiver or alteration of PHI must be granted by a designated Privacy Board or IRB if consent will not be obtained from individuals. The University of Arizona IRB is authorized to make these determinations for access to information for BUMG and associated covered studies and covered investigators. The investigator must include protocol-specific justifications for waiving consent and/or PHI Authorization.

**Educational Records**

Educational records are protected under The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when s/he reaches the age of 18 or attends a school beyond the high school level. Written permission to access non-directly information is required before access to the record is permitted except in certain limited circumstances.

The Registrar at the University of Arizona is charged with defining “directory information.” Information regarding which data elements are eligible to be considered directory information and from which the University's list is selection can be found at [www.registrar.arizona.edu/FERPA](http://www.registrar.arizona.edu/FERPA).

Access to department specific records may be granted by the individual department. Site authorization for use of large-scale University of Arizona student records (undergraduate, graduate, and professional) is given by the Registrar’s Office. The request for release of information and a copy of the protocol must be submitted to the Registrar for a determination of whether the release of information is appropriate under FERPA.

Registrar
PO Box 210066
REG-reghelp@email.arizona.edu

A copy of the written site authorization to access student records for information beyond the above directory information must be submitted with the appropriate form.

**Employment Records**

Access to records of employees of the University of Arizona (e.g. medical residents, staff or faculty) requires the written consent of the employee per ABOR Policy 6-912. The policy permits administrative access to personnel records only for authorized purposes (which typically does not include research) unless authorized by the President.