

Lehigh University Police Department
Data Policy Statement
Reviewed & Approved: July 13, 2018

1. It is our policy to guard the personal information of every person we come in contact with through either investigations or other related contacts.
2. The police department does not release any information about any individuals other than what is provided to us by authorized University officials.
3. Personal information may include demographic data, class schedules, and photographs. This type of information is viewed by authorized staff of the police department for identification/investigation purposes. Additional information may be obtained through alternative resources such as NCIC (National Crime Information Center-FBI), JNET (PA Justice Network), PENNDOT (PA Department of Transportation) or PA State Police Portal
4. When collecting information for a police report, the police department does not utilize the employee or student LIN. Instead, they require the individual's social security number for identity verification and judiciary tracking purposes.
5. We only release information that directly relates to disclosure and data collection under the federal/state reporting acts, such as the Pennsylvania Uniform Crime Report (UCR) and National Incident Based Reporting (NIBRS), The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Higher Education Opportunity Act from the Department of Education.
6. Personal information about an investigation may be shared in person with other law enforcement agencies and in some cases with university administrative officials.
7. All records are kept based on the retention and disposition schedule for records in accordance with the Pennsylvania Municipal Records Act and disposition procedures approved by the Local Government Records Committee which works through the PA Historical and Museum Commission, Bureau of Archives and History. All records, both printed and electronic are maintained and stored at the LU Police Station.
8. The police department uses a records management system called Informant. The vendor is Informant Technologies, Inc. Informant stores all data relating to the police department including contact information, complaints, incidents, vehicle information, and it compiles federal and state statistics as well as Clery statistics. Information stored on Informant may be shared with outside law enforcement agencies pursuant to federal and state laws. The records management system is also securely maintained on the Lehigh Network in the event of information loss for backup and recovery of data. All police officers, supervisors and police dispatchers have access to the police department's records management system. Limited access rights are assigned to each user of Informant.

9. As an alternative way to collect information, Argos and Banner may be accessed by authorized staff of the police department to obtain student information including class schedule information in emergency situations.