



One University. A World of Experiences.

OFFICE OF GENDER EQUITY
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PRIVACY AND ANTI-RETALIATION STATEMENT

This notice describes how information you share may be used and disclosed as well as the university's prohibition against retaliation. It is important that you review it carefully.

OUR COMMITMENT TO YOUR PRIVACY

The Office of Gender Equity is committed to respecting and safeguarding your privacy, but please understand that the information you share with us is not confidential. The information you share, however, will only be shared with a limited number of people who "need to know" in order to assist in the review, investigation, and/or resolution of this matter. Although every case is different, the following individuals may likely fall into that "need to know" category: Title IX Coordinator, Deputy Title IX Coordinator, Student Conduct Administrator, Investigator, and/or members of the Appeals Board. If you are an employee accused of engaging in Prohibited Conduct (as defined in the [Gender-Based Harassment and Violence Policy](#)), those individuals who fall into the "need to know" category may include: your supervisor, department chair, College Dean, department Vice President, and/or the Provost. While not bound by confidentiality, these individuals will be discrete and respect your privacy throughout the investigation and/or resolution of this matter.

If an investigation and determination of responsibility is conducted, please know that information you share may be disclosed to other party.

In order to maintain the integrity of the University's process and respect the privacy of all those involved, you are strongly discouraged from disclosing information that is part of the University's investigation and/or resolution of this matter.

STUDENT SUPPORT

If you are a student, information regarding this incident will not be shared with your parents unless you have signed a [FERPA waiver](#) or there is a threat to your health and safety or to that of the campus community. If you wish to speak to someone confidentially, please seek support and assistance at [Counseling and Psychological Services \(CAPS\)](#) or at one of the other Confidential Resources listed in the [Gender-Based Harassment and Violence Policy](#) or on the [Office of Gender Equity's website](#).

EMPLOYEE SUPPORT

If you are an employee, information regarding this incident may be shared with your departmental supervisor or others identified as "need to know." If you wish to speak with someone confidentially, please seek support from the [Family Crisis Resource Center](#) or at one of the other Confidential Resources available for employees listed in the [Gender-Based Harassment and Violence Policy](#) or on the [Office of Gender Equity's website](#).

RECORDS

The Title IX Coordinator will maintain records of all incidents reported, and all complaints made, under this policy as well as their outcomes in order to track patterns and systematic concerns. Reports that end at the Initial Review stage or that are resolved through Voluntary Resolution are not part of a student's conduct file or an employee's personnel record. Such documentation will be maintained by the Title IX Coordinator for a period of seven (7) years. Affirmative findings of responsibility in matters resolved through the Investigation and Determination of Responsibility process are part of a student's conduct record and an employee's personnel record. Such records shall be used in reviewing any further conduct, or developing sanctions, and shall remain a part of a student's conduct record or an employee's personnel record. Student conduct records are maintained in the [Office of Student Affairs](#) in accordance with the University's document retention schedule. Personnel records are maintained in the [Office of Human Resources](#) in accordance with the University's document retention schedule.

CAMPUS CRIME DATA

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence, and stalking for federal and state statistical reporting purposes. This data helps to provide the community with a clear picture of the extent and nature of campus crime and to ensure greater community safety. All personally identifiable information is kept confidential and only aggregate data is shared. For more information on [Clery Compliance](#), please contact University Police.

OUR COMMITMENT TO PREVENT RETALIATION

Retaliation is word or actions against an individual because of the person's participation in a complaint, investigation, and/or resolution of allegations of Prohibited Conduct. Retaliation may include: intimidation, coercion, harassment, and/or adverse employment or educational actions.

Retaliation against anyone who reports Prohibited Conduct or who participates in the University's investigation and resolution process is strictly prohibited. Anyone found responsible for retaliation or threats of retaliation, whether a party, or someone affiliated with a party (e.g., a friend, family member, or advisor) will be subject to disciplinary action by the University. A report of retaliation is viewed as a separate offense under the Gender-Based Harassment and Violence Policy, which means that an individual may be found responsible for retaliation even if no one is found responsible for the underlying report of Prohibited Conduct.

Parties are strongly encouraged to refrain from engaging in behavior that others may perceive as retaliatory.

Promptly notify the Office of Gender Equity if you believe you are being subjected to retaliation.

ACKNOWLEDGMENT

Your receipt of this document serves as your acknowledgment that you have received and read the Privacy and Anti-Retaliation Statement and/or had it explained to you. To reiterate, you are aware that information I share with the Office of Gender Equity will be kept private but that it is not confidential and may be shared with those who "need to know" and/or the other party. You are also aware that while you are not restricted from sharing information related to this matter, it is in your best interest to be discrete and not discuss this matter with others. You also are aware that any retaliatory conduct will immediately be addressed by the Office of Gender Equity as a violation of University Policy.