Access to Records

**Medical Records**

Information contained in a medical record is considered Protected Health Information (PHI) and is protected under the Health Insurance Portability and Accountability Act (HIPAA). Written permission to access PHI for research purposes must be obtained from the patient before access to the record is permitted.

Alternatively, a waiver or alteration of PHI for research purposes may be granted by a designated Privacy Board or IRB if authorization will not be obtained from the patient. The University of Arizona IRB is authorized to make a determination of a waiver or alteration of PHI for access to PHI for research associated with our affiliated academic hospitals (e.g. BUMC-T, BUMC-P, and BUMC-S). For access to PHI from another Covered Entity (e.g. medical practice or hospital), it is up to the individual Covered Entity to decide if they will honor a waiver made by the UA IRB.

To obtain a waiver or alteration of PHI, the investigator must include protocol-specific justification for why access to the PHI is needed without written authorization of the patient. This request must be submitted to the IRB for review and approval.

**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.

The Registrar at the University of Arizona defines what information is considered “directory information.” Information regarding which data elements are 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).

Written permission from the student is required to access non-directory information. In limited circumstances, the IRB may waive the requirement to obtain written permission from the student found [here](#). To obtain a waiver to access FERPA information, the investigator must include protocol-specific justification for why access to the FERPA information is needed without written approval from the student. This request must be submitted to the IRB for review and approval.

Access to department specific records may be granted by the individual department. Permission for use of large-scale University of Arizona student records (undergraduate, graduate, and professional) is granted 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.
Access to Records

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

**Employment Records**

Access to records of employees of the University of Arizona (e.g. 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. Research which typically is not considered an authorized purpose unless authorized by the President of the University.

Access to employment records of another organization requires permission from that organization and according to their own policies.