



**UMBC POLICY ON PUBLIC RECORDS CONTAINING SOCIOLOGICAL
INFORMATION
UMBC Policy # UMBC VI-5.00.01**

I. POLICY STATEMENT

This *Policy on Public Records Containing Sociological Information* is intended to define Sociological Information that shall be excluded from inspection and disclosure as part of a public record under Maryland's Public Information Act.

II. PURPOSE FOR POLICY

Maryland's Public Information Act ("PIA") grants the public a broad right of access to government records. However, §4-330 of the PIA provides, "If the official custodian has adopted rules or regulations that define sociological information . . . a custodian shall deny inspection of the part of a public record which contains sociological information...."

In accordance with the statute, UMBC adopts this Policy and defines UMBC information that constitutes Sociological Information. Consequently, UMBC shall deny inspection, under the PIA, of any and all records containing Sociological Information.

The exclusion of Sociological Information from public disclosure will serve to preserve the privacy of personal information and combat identity theft victimization of the UMBC community.

III. APPLICABILITY AND IMPACT STATEMENT

This Policy impacts all UMBC community members including, but not limited to, students, employees, vendors, donors, or other individuals participating in a University program or event or using University facilities.

IV. CONTACTS

Direct any questions about this University Policy to the following office:

Subject	Contact	Telephone	Email
Policy Clarification	Office of the General Counsel	(410) 455-2870	OGC@umbc.edu

V. UNIVERSITY POLICY

Under the Maryland Public Information Act (codified at Annotated Code of Maryland, General Provisions Article, § 4-101 *et seq.* (the “PIA”), UMBC shall deny access to public record(s), or portion(s) thereof, containing Sociological Information of UMBC community members. UMBC community members (“Member(s)”) include, but are not limited to, UMBC students, employees, vendors, donors, or other individuals participating in a UMBC program or event or using UMBC facilities, and their families.

Sociological Information of a Member, as defined above, shall include the following information maintained by UMBC:

1. Scholarship, stipend, and financial aid information of Members;
2. Information about a Member’s race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veteran status, marital status, sexual orientation, physical or mental disability, or genetic information;
3. Family history;
4. Identity of Member’s relatives, emergency contacts, or representatives;
5. Religious preference, membership, and attendance;
6. Personal relationships, beliefs, and values;
7. Medical or psychiatric history;
8. Program participation and community experiences and activities;
9. Social Security number;
10. Date of birth;
11. Financial information, including income (excluding state salary), assets, liabilities, and credit card and other banking information;
12. Personal addresses, phone numbers, electronic mail addresses, and social media account information;
13. Information regarding marital status, domestic partnership, dependents, or relatives, and related employment benefits election;
14. Information regarding disciplinary status except where UMBC has determined that a student-Member committed a crime of violence or non-forcible sex offense;
15. Applicant information for employment, admission, scholarships, or awards, including those of applicants who were either not chosen, not admitted, or chose not to matriculate;
16. Class or employment attendance information;
17. State residency classification;
18. Immigration status, passport and visa numbers;
19. Military service;
20. Driver’s license number;
21. Information obtained through employment coaching or surveys;
22. Donations, gift agreements, communications, and contact information for Members who have made charitable donations;
23. Records not related to the transaction of UMBC business; and
24. Workday ID, Employee ID, Campus ID and photo.

VI. DEFINITIONS

Sociological Information	Information that may compromise, or be combined with other information to compromise, a UMBC community Member's privacy of personal information or put a UMBC community Member at risk of identity theft victimization. For explanation and a list of information defined as Sociological Information, refer to Section V of this Policy.
Member	UMBC community members including, but are not limited to, UMBC students, employees, vendors, donors, or other individuals participating in a UMBC program or event or using UMBC facilities, and their families.

VII. APPROVAL AND PROCEDURES

- A. Pre-approval is not applicable.
- B. Approval is not applicable.
- C. Procedures: PIA requests are submitted through UMBC's PIA Portal (ogc.umbc.edu/requests) and addressed by UMBC's Public Information Act Contact. Additional procedures are available at <https://ogc.umbc.edu/md-public-information-act-requests/>.

VIII. DOCUMENTATION: None.

IX. RESTRICTIONS AND EXCLUSIONS: None

X. RELATED ADMINISTRATIVE POLICIES AND PROCEDURES:
[USM BOR Policy \(VI-5.00-Policy on Inspection of Public Records\)](#)

Administrator Use Only

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Responsible Office: Office of the General Counsel
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