



Oregon Office of Student Access & Completion Confidentiality and Conflict of Interest Policy

*Your signature on the Selection Committee roster certifies that you
have read and agreed to adhere to the policies noted below*

Confidentiality

Protecting the privacy of a student's personal information is important and required by state and federal regulations. The applications committees receive contain signed releases that permit ONLY committee members to view information that is private. Scholarship selection committee members must maintain confidentiality of private student information and must respect an individual's right to privacy and recognize the obligation to keep information about students and their families secure and confidential.

1. Scholarship selection committee members will keep application materials secure and not copy, discuss, or share private student financial or personal information with persons outside of the selection committee.
2. The application materials may only be used for the scholarship program listed on the Ranking Report. If your committee receives more than one Ranking Report, you can only select an award recipient for the scholarship from the list where their name appears. You may not transfer students from one list to another.
3. The application materials may only be used for the scholarship program listed on the Ranking Report included in the packet.
4. If you find an application with a visible social security number, black it out with a pen.
5. Electronic records that have been downloaded must be stored on a secure computer and deleted when selection is done. Deletion must be verified – all records must be permanently erased from the computer system.
6. When the selection process is complete, cross-shred or otherwise destroy all application materials (ranking report, applications, transcripts, and supplemental materials) to comply with federal privacy laws.
7. Your committee should not transfer any student information to committee or donor records without approval from OSAC.

Conflict of Interest

OSAC believes that it is important for committee members to avoid the *appearance* of a conflict of interest while conducting selection committee business. Committee members must be able to make independent recommendations regarding scholarship funds without potential or perceived influence caused by a conflict of interest. Committee members must evaluate the eligibility of applicants without bias and make selection recommendations based on the established objective criteria for each scholarship fund.

A conflict of interest can occur when an action of a donor or committee member results in a direct financial benefit to a person closely related to the donor or member. A conflict of interest may also occur if a donor or committee member exerts influence to select a recipient without considering objective criteria for the scholarship.

1. No members of the scholarship selection committee shall be eligible to apply for assistance from the scholarship fund.
2. If a family member¹ of a member of the scholarship selection committee has applied for assistance, that committee member will declare a conflict of interest and will not participate during the review and selection process. If a close connection² of a member of the scholarship selection committee has applied for assistance, that committee member will declare a conflict of interest, withdraw from the meeting until discussion of that applicant has been completed, and refrain from voting on that applicant.

¹ "Family member" is defined as spouse, parent, child, stepchild, adopted child, niece, nephew, grandchild, step grandchild, or in-law.

² "Close connection" is defined as personal friend, employer, employee, business partner, or client with any direct or indirect financial or proprietary interest in the result of a decision made by the committee.