

# THE COMPLIANCE GAZETTE

UF Compliance Office Newsletter

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## TRAVEL TIPS

University of Florida faculty, researchers, and staff often travel internationally as part of their official UF duties. Depending upon your destination, what you intend to bring with you, or your planned activities, you may need to obtain a license or other authorization from the U.S. government before your trip.

In addition to your departmental approval process, there are three steps you need to take before you embark on an international trip. Please click [here](#) to get more information.

If you are a faculty director/advisor who will be leading a study abroad trip this year, you will be designated as a Campus Security Authority (CSA) for the duration of the trip. You are required to take the University of Florida's CSA training prior to your departure. The video can be accessed on the Office of Clery Act Compliance's website: <https://police.ufl.edu/clery/csa-training-video/>.

## WHAT'S NEW?

We are so pleased to announce that Terra DuBois has accepted the role of Interim Chief Compliance Officer for the University of Florida. She has already started leading and coordinating multiple compliance initiatives and operations across the UF enterprise. She will be chairing an enterprise-wide compliance committee, will coordinate enterprise-wide compliance training and will ensure effective coordination across the UF enterprise.



Please join us in congratulating **Terra DuBois** on her new role!



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# COMPLIANCE PARTNERS NEWS

## Institute of Food and Agricultural Sciences

The IFAS International Support Team (IIST) held two training sessions in Fall 2019 aimed at IFAS faculty and staff focused on international travel. More than 100 attendees refreshed their knowledge. It included information on preparing for the trip, activities during, and processing receipts after travel.

To learn more about the IIST, see

<https://research.ifas.ufl.edu/our-office/iist/team/>

### Dr. Jeanna Mastrodicasa

Assoc. VP for Agriculture and Natural Resources  
IFAS Compliance Partner  
(352) 392 1971

## Office of Clery Act Compliance

The Office of Clery Act Compliance at the University of Florida has recently enacted a new travel portal that will need to be utilized for all university sponsored student travel that is either for more than one night or which occurs in spaces that are used on at least an annual basis. The information entered into the portal will provide the Office of Clery Act Compliance with the information required to solicit crime statistics from the applicable law enforcement agencies that oversee each location. Any faculty/staff who will be leading trips are also designated as Campus Security Authorities (CSAs) and are required to view UF's CSA Training video prior to departing for the trip. The video can be accessed at <https://police.ufl.edu/clery/csa-training-video/>.

Please reach out to the Office of Clery Act Compliance with any questions regarding this new initiative.

### Kate Moore, M.Ed., CCCO

Assistant Director  
Clery Act Compliance Partner  
(904) 244 9509

## UF Privacy

Do you know how to identify and report a privacy violation? There are 3 types of privacy disclosures, incidental, accidental, and intentional. While incidental disclosures (i.e. inadvertently clicking on the wrong student's record) are not violations per se, accidental and intentional disclosures often violate various privacy rules and need to be reported immediately. When in doubt, just report.

For more information or to report an incident visit the [Privacy website](#).

### David Wilkens

Senior Director of Privacy  
UF Privacy Compliance Partner  
(352) 294 8720

## TEST YOUR KNOWLEDGE



HOW MUCH  
DO YOU KNOW  
ABOUT THE UF  
COMPLIANCE  
HOTLINE?



Thank you for your attention and all your efforts in ensuring that the University of Florida continues to operate lawfully and ethically! **Compliance is Everyone's Responsibility!**



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