

Federal Educational Rights and Privacy Act (FERPA)



Definitions



TRUTH. TRAINING. TRANSFORMATION.

- Student:
 - ▣ age 18 or attending an institution of postsecondary education
- Education Records are any records:
 - ▣ related to the student and
 - ▣ maintained by the institution.
- NOT Education Records:
 - ▣ personal notes by faculty/staff which are **NOT** shared with others;
 - ▣ law enforcement/public safety records maintained **solely** for law enforcement purposes;
 - ▣ employment records where employment is **not** connected to student status (ex: Work Study student employee records would be covered by FERPA);
 - ▣ records related to the **treatment** by a health care professional and used only for the medical/health treatment of the student.

- Federal Law protecting the privacy rights of students.
- Students have the right to:
 - inspect and review education records;
 - seek amendment of education records;
 - consent to the disclosure of education records;
 - obtain a copy of the school's FERPA policy and
 - file a complaint with the FERPA office in Washington, D.C.

Disclosure of Education Records



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- Generally, **the College must have written permission** from the student before releasing information from a student's record.
- **Exceptions** include, but are not limited to:
 - **subpoena** which specifically states not to notify the student,
 - **directory** information (public information), and
 - **school official** with **legitimate educational interest**.

Directory Information



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- Directory information is **“information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed.”** (1988 Final Regulations)
- Directory Information at CBS:
 - Name
 - Local Address
 - Permanent Address
 - Telephone Number
 - Place of Birth
 - Date of Birth
 - E-mail Address
 - Dates of Attendance
 - Previous Schools Attended
 - Degrees Awarded
 - Major
 - Honors

College Access to Data



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- Non-Directory (confidential) education records can be released without the student's prior consent to a **school official with legitimate educational interest**, which is defined as:
 - performing a task that is specified in his/her position description or contract;
 - performing a task related to a student's education or a student's discipline;
 - providing a service or benefit to the student; or
 - maintaining safety and security on campus.

- **Password protect** files that contain student data (excel lists, word documents, etc).
- **Delete** files that you do not need to maintain.
- Insure that your **databases or systems** are **secure** (fire walled, hacker resistant, etc)
- Email
 - ▣ Do not include a SID/SSN in the subject line of an e-mail

Important Points



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- Non-directory information may be released with a signed and dated written consent from the student. The consent *MUST* specify:
 - what education records are to be disclosed;
 - the purpose of the disclosure; and
 - identify the party or class of parties to whom disclosure may be made.
- Information viewed in any medium (paper, computer, etc) must be treated with the same confidentiality.

Consequences



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- The consequences of how we handle or mishandle a student's information are significant.
 - Access to Sonisweb does **NOT** authorize unrestricted use of student data.
 - Records should only be used in the context of **official business** in conjunction with the educational success of the student.
 - **Curiosity does not** qualify as a legal right to know.
 - Information should **NEVER** be released to a third party that does not have a legitimate right to know.

REMEMBER...



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...your job is to **protect the student**...so when in doubt...don't give it out!

■ Contacts:

- Your immediate supervisor
- Registrar's Office (832-252 - 4631)

Other Resources:

- Department of Education:
<http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- College of Biblical Studies - <http://cbshouston.edu/ferpa>



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**Thank you for completing the
FERPA training for the
Student Information System!**