



Human Resources

GLENVILLE STATE COLLEGE Family Educational Rights and Privacy Act (FERPA) The Gramm-Leach-Bliley Act

Glenville State College is committed to maintaining the confidentiality and security of student records and abides by the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act. The laws ensure the confidentiality and security of student records, permits students access to their records and prohibits the release of records except by permission of the student or by court order, while permitting the continued release of directory information without specific permission from the student. Information determined to be part of a student's educational record may be released according to the guidelines included in this policy.

The following items are Directory Information: student name, address, e-mail, telephone number, date and place of birth, major field of study, participation in officially recognized activities, schools attended, and other similar information. The College may disclose any of these items without written consent, unless notified by the student in writing to the contrary. Students may complete a Request to Prevent Disclosure of Directory Information from in the Office of the Registrar to officially request that no directory information may be released. This form must be completed on an annual basis.

College officials are obligated to honor the rights and responsibilities of these laws. The privacy of students' records is of utmost importance and must be maintained while conducting college business.

Data users will be expected to access institutional data only while performing college work assignments, to respect the confidentiality and privacy of individuals whose records they may access, to observe any ethical restrictions that apply to data to which they have access, and to abide by applicable laws or policies with respect to access, use or disclosure of information. Expressly forbidden is the disclosure of any educational-related records or the distribution of such data in any medium, except as required by job responsibilities. Also forbidden is the access or use of any institutional data for one's own personal gain or profit, for the personal gain or profit of others, or to satisfy one's own personal curiosity.

General Faculty/Staff Dos and Don'ts:

1. Maintain only those individual student records important to accomplishment of one's job duties, ensuring that any personal notes are not accessible by anyone else.
2. Don't access a student's education records unless you have a legitimate educational or business interest.
3. Refer requests for personally identifiable information to the Office of the Registrar.
4. Request disclosure of information from a student's education records only when your request is supported by a legitimate educational interest and authority to review.
5. Don't use personally identifiable information about a student for personal gain or business.
6. Share information from education records, such as grades or financial aid information, with other faculty or staff members only when the other official has an expressed and valid educational interest.
7. Never display student grades with names, social security numbers, or other information that allows identification of individual students publicly.
8. Never display papers or lab information containing names, grades, or the like in accessible locations.
9. Don't release personally identifiable information about a student to another student, college organization, staff member who does not have a legitimate educational interest, persons not employed by the college, or the student's parents without the student's written permission.
10. Do not maintain in the student's education records, or make available, a student's treatment records.
11. Do not give your password to anyone else.
12. Follow the same guidelines concerning release of information from documents when discussing personally identifiable information that is contained in education records.
13. Do not leave printed reports of computer screens containing confidential student information in view of others who do not have a legitimate educational interest.

If there is ever a doubt or question regarding the release of information, it would be advisable to act on the conservative side. Any questions or concerns regarding this policy or its implementation should be directed to your supervisor or the Office of the Registrar.

I understand the importance of the confidentiality and security of students' records and will abide by these guidelines. Failure to abide by these guidelines during or after employment will result in disciplinary action, dismissal, and/or other punishment allowed by law.

Print Name

Date

Signature

Office or Job Title