

**Policy Number: 5110**  
**Effective Date: 4/22/96**

## **Students' Privacy and the Release of Information**

**POLICY STATEMENT:** Welch College is subject to the provisions of the federal law known as the Family Educational Rights and Privacy Act (the Buckley Amendment). This Act guarantees students access to certain educational records and restricts the college in the area of release and disclosure of those records to third parties.

The act provides that information may be released to personnel within the institution, to officials of other institutions to which the student wishes information sent, to accrediting agencies carrying out their function, in compliance with a judicial order, and to persons in an emergency in order to protect the health and safety of students or others.

At its discretion Welch College may provide directory information in accordance with the provisions of the Act to include:

- Name
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Dates of attendance
- and any other similar information

Any student who does not wish disclosure of directory information should notify the Registrar in writing specifying what information he wants withheld. This notification must be given within ten days of the first day of classes in the academic year. This request will remain in effect as long as the student is enrolled or until he files a written request to discontinue it.

**RATIONALE / PROCEDURE:** Sensitivity to the students' privacy rights and compliance with Federal law are the framework for our policy.

**RESPONSIBILITY:** The Registrar, Provost, Vice President for Financial Affairs, Vice President for Student Services will review this policy periodically.

***Revised: 030810***

## **Confidentiality Student Information**

**Policy Statement:** In order to observe appropriate Christian behavior and to preserve Constitutional, legislative, and court-protected students' rights regarding confidentiality, Welch College has established this policy and these procedures.

**Rationale/Procedure:** It shall be the responsibility of each member of the faculty and staff as well as student leaders who access or collect individual information to maintain such procedures as to ensure complete privacy and security of all such information including that of all members of the College family, its extended publics, its donors, governing bodies, and operational entities.

1. Disclosure of any information regarding student records, educational placement and progress, evaluation results, and conduct should be shared only on a (a) *need-to-know* and a (b) *right-to-access* basis
2. No record should be available for viewing or be released except as noted under section 1 or as the student may have given permission in writing
3. All departmental records should be kept in secure files except when they are being prepared, revised, or reviewed, for example
  - Records should be returned to a secure file promptly
    - . at the end of the day
    - . when the person using it leaves the room for an extended period of time (e.g., class, dinner, off campus visit, etc.)
  - Items in a confidential record should not be removed except momentarily for review or photocopy.
  - Items should be returned to their appropriate place in a record and all records returned to their proper order and place immediately after each use (Not only does confidentiality need to be protected, but others may need to use the record.)
  - At no time should a record be laid on an open desk or left available when other students or persons are in the room.
  - No records may be taken off campus except for appropriate destruction
4. Advising records, evaluation sheets, grades, or other confidential data belonging to the faculty or staff member should be protected in the same manner as departmental records.
5. Photocopying of records should only take place as indicated under sections 1 and 2.
  - In no case should more than one copy of a record be made
  - These may not be distributed except to the student involved, to the advisor, or as needed by the Registrar, Provost, Admissions Committee, etc.
  - Photocopied records should be destroyed by fire or by shredding immediately after the need has passed
  - Like originals, photocopied records demand the same degree of confidentiality as do originals