

# **Privacy of Student Records-Family Educational Rights and Privacy Act (FERPA)**

## *Notification of Rights under FERPA for Postsecondary Institutions*

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Orion College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. Orion College will also permit students to obtain a copy of records upon payment of a reproduction fee.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Orion College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by Orion College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of Orion College who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Orion College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Orion College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

More information regarding FERPA is available at FERPA on ED.gov

### **Protection of Personally Identifiable Information**

The Gramm-Leach-Bliley Act (Public Law 106-102) provides consumers the right to the protection of their nonpublic Personally Identifiable Information (PII) and requires financial institutions possessing such information about consumers to publish a privacy policy. This policy is published on the Orion College (OC) website. A notice of the location of this policy is also provided annually to students along with the notice of availability of Financial Aid information.

The School employs office procedures and password-protected computer systems to ensure the security of paper and electronic records. The School does not disclose specifics of its internal security procedures to students or the general public to protect the effectiveness of those procedures. In order to maintain the integrity of PII, all electronic communications to and from the school use encryption.

Access to social security numbers and other Personally Identifiable Information (PII) is strictly limited to those School Officials with a need-to-know. Each department director is responsible for enforcement of this policy with regard to the information within his/her office. The Campus President will be responsible for overall control of information release and will resolve any disagreements and make final decisions as necessary in accordance with this Policy.

Orion College's information is an important asset that is critical to providing an effective and comprehensive learning environment, openly communicating ideas, providing outstanding community service, and supporting the college's operations. This information includes sensitive and personal student, faculty, and staff data as well as the college's operational data. To maintain effectiveness and protect individuals, the college's information assets must be protected from misuse, unavailability, destruction, and unauthorized disclosure or modification.

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Security measures also must be implemented to comply with several laws and regulations that address student information (FERPA), financial information, individuals' privacy data and individuals' health information. The IT Department and partner vendors offer a wide range of products and services to address information security risks and requirements. These offerings include the following specific products and services:

- Security policies, procedures, standards, and methodologies
- Security awareness and training
- Legal and regulatory compliance
- Security strategy, architecture, and technologies (including technologies to protect against malicious software)
- Technical system configurations and vulnerability management
- Response to information security incidents or breaches
- Security requirements for software development and acquisition
- Disaster recovery and continuity planning

Policies and procedures provide the foundation of an effective information security program and define minimum requirements for protection of information. Orion College has developed and implemented policies that specify appropriate controls and conduct. These policies have been approved by the college's senior executives, are applicable to all faculty, staff, and students, and they are required to be followed.