The 1974 Family Educational Rights and Privacy Act (FERPA)

Student Privacy and Data Security

WHAT IS AN EDUCATION RECORD?
An education record is any record directly related to a student that is maintained by an educational agency or institution, or by a party acting for the agency or institution.

Examples of an education record include, but are not limited to:

- Biographical information including date and place of birth, gender, nationality, information about race and ethnicity, and identification photographs
- Grades, test scores, evaluations, courses taken, academic specialization and activities, and official communications regarding your status
- Coursework including papers and exams, class schedules, as well as written email or recorded communications that are part of the academic process
- Disciplinary records
- Financial aid and financial aid records
- Internship program records

Education records do not include:

- Sole possession records that are used only as memory aids and not shared with others
- Law enforcement unit records
- Employment records, unless the employment is dependent on the employee's status as a student (such as evaluations of graduate assistants)
- Medical and mental health records used only for the treatment of the student and disclosed only to those individuals providing treatment
- Records that only contain information about an individual after he or she is no longer a student at that agency or institution

WHAT IS DIRECTORY INFORMATION?
Directory information is the information available about a student that is not considered harmful or an invasion of privacy if disclosed. While FERPA and state law protect the privacy of educational records, directory information is not treated as
confidential and may be disclosed by the university without student consent unless
the student has placed a FERPA block via their my.fiu.edu on their student account.
At FIU, the following has been designated as directory information:
  • Name, local and permanent address, and telephone number(s);
  • Date and place of birth;
  • Student classification and major and minor fields of study;
  • Participation in officially recognized activities and sports;
  • Weight and height of members of athletic teams;
  • Dates of attendance, degrees and awards received;
  • The most recent previous educational agency or institution attended by the
    student;
  • The student’s photographic image.

http://onestop.fiu.edu/Registrar/policies-procedures/index.html#The 1974 Family
Educational Rights and Privacy Act (FERPA)

Please click here to learn more about FERPA and student education records.

STUDENT INFORMATION/DATA SECURITY

Stored Data

You are responsible for making sure that student data in your possession is secured.
Take measures to protect against unauthorized access to student data stored on a
personal computer, a disk, a network, or any other storage media.

These measures can help you protect student data from unauthorized access:
  • Use password protection on computer files.
  • Keep all storage media in a secure, locked location.
  • Restrict access to your computer.
  • Never leave student data displayed on your computer screen.
  • When you have finished a computer task involving student data, exit all files, sign
    off all applications, and close all application windows.
  • Shred printed material that contains sensitive or restricted data.
A Brief Review

- You are responsible for protecting student data in your possession.
- Educational records may not be released without the written consent of the student.
- Individual directory information may be released without written consent, except when the student has filed a "Request to Suppress Directory Information." Suppressed information may not be released.
- University employees may access and use private educational records only as necessary to conduct official business that is related to the educational interests of the student.
- Student data should not be emailed unless it is encrypted.
- Take appropriate measures to protect student records that are stored on personal computers and local networks.
- If in doubt, do not release information about a student. Refer requests to the Registration Services unit in the Office of the Registrar.

You are encouraged to contact the Office of the Registrar with questions or concerns regarding FERPA compliance.

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