

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

2015 DATA PRIVACY

It is the policy of Northland Community and Technical College (NCTC) to annually inform students and parents of their privacy rights and data practices.

NOTIFICATION OF RIGHTS

The Family Educational Rights and Privacy Act (FERPA) and Minnesota Government Data Practices Act (MGDPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within ten days of the day the college receives a request for access. Students should submit to the Registrar's office written requests that identify the record(s) they wish to inspect. The Registrar's office shall provide copies of the private or public data upon written request by the individual subject of the data but may be charged for actual costs of copying.
2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the college to amend a record that they believe is inaccurate or misleading. He/she should write the college official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the college decides not to amend the record as requested by the student, the college will notify the student of the decision and advise the student of his or her 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 consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and MGDPA authorized disclosure without consent.

An exception that permits disclosure without consent is disclosure to "school officials" with legitimate educational interests. 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 responsibility.

A "school official" is a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the college has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks; or may include contractors, consultants, volunteers, and

other outside service providers, including College Foundation employees, used by NCTC to perform institutional services or functions.

NOTICE: If the student is currently enrolled in or receiving services from a college or university within the Minnesota State College and University System (“System”), his/her academic records from that institution are available to officials of other schools within the System while they are in attendance. If he/she is seeking or intending to enroll at another institution within the System, their academic records from other institutions are also accessible to officials at the school where he/she are seeking or intending to enroll. NCTC forwards education records to other agencies or institutions that have requested the records and in which the student seeks or intends to enroll or is already enrolled so long as the disclosure is for purposes related to the student’s enrollment or transfer.

NCTC may return records to original provider or creator for appropriate purposes, such as verification of authenticity. If at any time a student intends to or has enrolled at other colleges or universities, any education record may be disclosed to the new school, including records of discipline.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by NCTC to comply with the requirement 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 20202-4605.

DIRECTORY INFORMATION

The college may disclose, without consent, “directory” type of information, identified as follows:

Name

College Assigned Email Address

Hometown (city, state, country)

Dates of Attendance

Enrollment Status (enrolled, graduated, withdrawn, part-time, full-time)

Program of Study

Certificate/Diploma/Degree Awarded

Honors and Awards Received

Participation in Recognized Campus Activities/Sports

Height and Weight of Athletic Team Members

Photographs and Computerized or Videotaped Images

Directory information is public data unless the student requests any of the data to be treated as private. A request to withhold directory information must be on file with the Registrar’s Office.

RELEASE OF STUDENT INFORMATION

The College will not release information, other than what is considered “directory” information, without prior consent from the student. The request to release additional information will be complied with only if the student has signed a Consent of Release form. Students may obtain a student copy of their transcript anytime by accessing their academic record on eServices. To request an official transcript, students must follow the college transcript request process. No one

outside the College may obtain data regarding a student's performance or attendance unless the student so authorizes in writing.

AUTHORIZED DISCLOSURES

In the event that there is an “articulable and significant” threat to the health or safety of a student or other individual, information from any education record necessary under the circumstances may be disclosed to appropriate parties (including but not limited to parents, potential victims or any person whose knowledge of the information is needed) to protect the health or safety of the student or others.

Without consent or notice to the student, NCTC is permitted to disclose education records in response to an ex parte court order from the U.S. Attorney under the USA Patriot Act.

NCTC is permitted to disclose any information that it has received from a state law enforcement agency about a student who is required to register as a sex offender.

NCTC may not prohibit victims of “crimes of violence or non-forcible sex offenses” from re-disclosing disciplinary information they receive under the Clery Act.

Date of Implementation:	5/27/04
Date of Adoption:	6/2/04
Date & Subject of Revisions:	4/14/05
	5/31/05
	6/9/05 –Directory information changed
	12/1/05- policy title change
	9/27/06 - separated directory information item
	1/18/07 – position title changes; added College Assigned Email Address
	12/16/08 - Reviewed
	4/8/09 – Revised as per SGC recommendations
	5/7/09 - SGC Review
	7/20/09 – Added MnSCU recommended language
	03/09/10 Reviewed
	03/22/11 Revised