

## 2015 DATA PRIVACY

Minnesota State colleges and universities comply with the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. §1232g, 34 CFR 99; the Minnesota Government Data Practices Act, (MGDPA) Minn. Stat. Ch 13, Minn. Rules Ch 1205; and other applicable laws and regulations concerning the handling of education records.

Accordingly, Northland Community and Technical College adopts the following policy:

### Definitions

The following definitions apply for the purpose of this policy:

*Student* means an individual currently or formerly enrolled or registered, applicants for enrollment registration at a public educational agency or institution or individuals who receive shared time educational services from a public agency or institution. All students at a post-secondary school have the same rights regarding their educational data regardless of age.

*Educational data or education records* means data in any form directly relating to an individual student maintained by a public educational agency or institution or by a person acting for the agency or institution.

Educational records do not include:

- (1) financial records of the student's parents or guardian;
- (2) confidential letters or statements of recommendation placed in education records before January 1, 1975, or after January 1, 1975, if the student waived right of access;
- (3) records of instructional personnel that are kept in the sole possession of the maker and are not accessible or revealed to any other individual except a temporary substitute for the maker and are destroyed at the end of the school year;
- (4) employment records related exclusively to a student's employment capacity (not employment related to status as a student, such as work study) and not available for use for any other purpose;
- (5) records that only contain information about a student after that individual is no longer a student at the institution (alumni data).

### Notice of Policy

Students are informed of their rights under federal and state privacy laws through an annual notice of rights and this policy, which is included in the Official Policy Notice and online Student Handbook. Additionally, the Data Privacy policy will be available in the posted online Northland policies and procedures and will be available for inspection through the registrar's office.

1. 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; 02/29/12 Reviewed; 02/12/13 Reviewed 09/24/13 Rewritten by the OGC (Kris Kaplan) to replace existing policy 2015. 10/14/13 – Minor revisions per SGC recommendations. 03/04/14 Revised 03/24/15 Revised recommendation from Kris Kaplan 02/16/16 Revised 02/16/17 Reviewed, price of transcripts updated 02/16/18 Revised 02/20/19 Revised per Minnesota State revision 06/18/20 Revised HR Director’s name 03/04/21 Reviewed 03/16/22 Reviewed Date & Subject of Revisions 12/15/23 Separated into policy 2015 and procedure 2015P