

Category: Student Services

Division:

Department: Registrar

Policy Title: Student Privacy Rights

Policy Statement: GCCC employees have the legal obligation under the Family Educational Rights and Privacy Act of 1974 to protect the privacy of students.

Procedure:

PRIVACY ACT

The Family Educational Rights and Privacy Act of 1974, **legal obligation to protect the privacy of our students.**

ONLY the following information can be shared with those outside the college:

Name

Address

Telephone Listing

Electronic Mail Address (E-mail)

Date and place of birth

Major field of study

Classification

Participation in officially recognized activities

Sports--weight and height of athletic team members

Dates of attendance

Degrees or certificates

Awards received

Most recent previous educational institution attended

Photograph

This list does **NOT** include copies of transcripts, social security numbers, or information on class schedules. If you pull up the student information on your computer screen and there are items highlighted, that student has invoked the Privacy Act and **NO** information is to be released to a third party. Absolutely none!

PROTECT YOUR PRIVILEGE AND OUR STUDENTS' PRIVACY--

**IF IT'S NOT ON THE LIST,
DON'T GIVE IT OUT!!!**

Contacts: Registrar

Approved Date: 7/1/2016

Policy History: 1/1/2011

Keywords: rights, privacy, student,

Related Form: Privacy Release Form