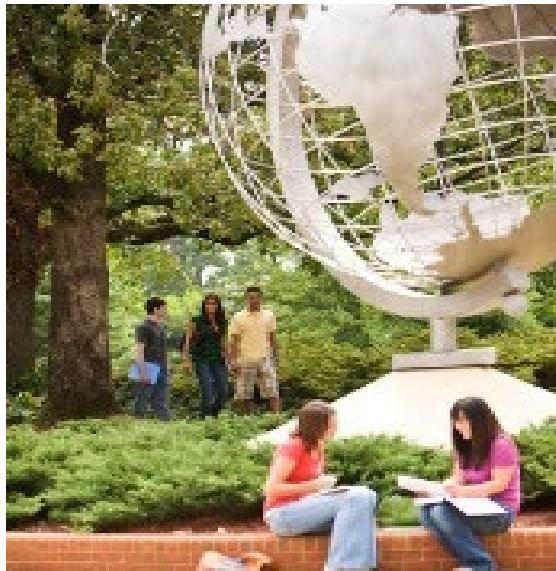


What is “Directory Information”?

Directory Information is data contained in a student’s educational record, which if disclosed, is not generally considered harmful or an invasion of privacy. Kennesaw State University defines the following as Directory Information:

- Name
- Field of Study (Major)
- Advisor
- Dates of Attendance
- Degree(s) Awarded (including dates)
- Awards and Honors Received
- Participation in Officially Recognized Activities and Sports
- Height and Weight of Athletic Participants



What about RESEARCH?

- Aggregated data does not violate privacy IF the aggregated total is large enough.
- Data can be used IF there is a “Legitimate Educational” purpose.
 - ✓ Information is necessary to perform appropriate tasks.
 - ✓ Information usage is within the context of the official agency.
 - ✓ Information is relevant for the student.
 - ✓ Information usage is consistent within the parameters for which the data is maintained.

IRB must review and approve all research involving the use of student personally identifiable information (PII) and must include the student's consent for the use of their (PII). Faculty may not provide PII to other faculty for research purposes unless an IRB protocol was approved allowing the exchange of PII and student consent was obtained.



**KENNESAW STATE
UNIVERSITY**

FERPA For Faculty & Staff

For More Information or to Report a
FERPA Breach

Contact:

The Office of the Registrar
470-KSU-INFO (470-578-4636)
registrar@kennesaw.edu

What is FERPA?

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that sets forth requirements regarding the privacy of student records. FERPA governs the disclosure of student records maintained by an educational institution as well as access to those records. FERPA refers also to the Buckley Amendment.

FERPA Details:

- FERPA rights begin at the time of acceptance to KSU.
- FERPA applies to all students who attend post-secondary institutions. Students enrolled in any courses offered by KSU, at any location or through any method of delivery (i.e., campus/on-site, hybrid, partially online and fully online) are covered by FERPA.
- Institutions that receive funds administered by the Federal Office of Education are bound by FERPA requirements, and failure to comply may result in the loss of federal funding.
- Employees may not disclose information contained in education records without the student's consent, except under certain limited conditions. KSU may disclose what it considers "directory information", unless the student has restricted disclosure of such information, in which case the word "CONFIDENTIAL" will appear in Banner and Owl Express. This Confidential Indicator will remain on a student's record, even after a student has graduated or left the University, until the former student submits a written request to the Office of the Registrar to remove the restriction.

Do's:

- Do keep only those individual student records necessary for the fulfillment of your job responsibilities. Faculty/staff member's private notes concerning a student, intended for own use, are not part of the student's educational record. Emails concerning a student, which are sent among school officials, are considered educational records if either official maintains them.
- Do forward all judicial orders, subpoenas or other written requests for data access to the Office of Legal Affairs, immediately upon receipt.
- Do help prevent the unauthorized use of KSU student email addresses. KSU does not designate student email addresses as "directory" information. Always use the "Bcc" (Blind Carbon Copy) option when emailing more than one student.
- Do properly discard/shred/destroy any unnecessary, confidential documents / reports / computer files / notes and emails containing student personally identifiable information. Placing records in the trash is a violation of FERPA.
- Do protect confidential information on computer screens and your desk.
- Do provide student information to school officials with a legitimate educational need to know. When response is uncertain, refer requests to the Office of the Registrar.
- Do pay attention to any confidential indicators in Banner and Owl Express.

***WHEN IN DOUBT...
DON'T GIVE OUT!***

Don'ts:

- Don't publicly display student scores or grades in association with names, Social Security Numbers, KSU ID Numbers, or other personal identifiers.
- Don't use a portion of or the entire Social Security Number or KSU Student ID number of a student in any public manner.
- Don't share student's educational information (including grades, GPA, class roster) with individuals outside the university without student's written consent. Refer information requests to appropriate record custodians authorized to release this information to outside third parties.
- Don't share with anyone your user ID and password to Owl Express or Banner INB.
- Don't store student's personally identifiable information on your computer or in portable electronic devices. If storage of this information is required, proper security measures (file encryption and disposal) must be taken to protect access by third parties.
- Don't email students any confidential information, including grades, unless requested through their KSU email with their KSU ID number provided. Preferably, release this information directly to student in person, on D2L, or through KSU campus mail. Posting confidential information to other websites, email addresses, blogs, etc. is NOT allowed.
- Don't disclose student schedules or assist anyone other than university employees in finding a student on campus. In an emergency, refer the person to Campus Security at 470.578.6666.

***KSU'S FERPA WEBSITE
FERPA.KENNESAW.EDU***