

Family Educational Rights and Privacy Act (FERPA)

Proposed Revisions to University of
Hawaii Policy A7.022

What does FERPA do?

Provides three primary rights to students

- Inspect and review their education record
- Have some control over the disclosure of information from their education record
- Seek to amend incorrect education records

Other Important Policies Governing Sensitive Information

- E2.214 Security and Protection of Sensitive Information
 - Establishes guidelines for the identification and proper maintenance of sensitive information by the University of Hawaii.
- E2.215 Executive Policy on Institutional Data Governance
 - Establishes guidelines for the use and dissemination of information collected and maintained by the University of Hawaii.
 - The language in A7.022 has been amended to refer the E2.215 for resolving requests for access to data.

University of Hawaii policies A7.022, E2.214, and E2.215 are designed to ensure that sensitive information is collected and maintained by the University in an acceptable manner, protecting the rights provided to students under FERPA.

Major Proposed Revisions to UH FERPA Policy

- Reflect revisions to the federal regulations revised in 2010
 - Allowing restricted dissemination of directory information
 - Clarifying the allowance of release of information for research and Longitudinal Data Systems
- Conforming with E2.214 and E2.215
 - Adding in the role of Data Stewards
 - Adding in the role of the Data Governance Committee
- Other Clarifying Changes
 - Clearly defining University Officials and their roles
 - Clearly describing Legitimate Educational Interest
 - Clarifying restriction on re-disclosure of student information

Directory Information

- Certain biological information contained in the education records of a student which does not require the prior consent of the student for disclosure.
- Revision to list of items to reflect current business practices.
 - Removed most contact information from list of items
- Updating notice to students to include conditions of disclosure.
 - Added qualifier that lists will not be provided
- Updating notice to clarify requests for non-disclosure

Directory Information

- Certain biological information contained in the education records of a student which does not require the prior consent of the student for disclosure.
- Current list includes:
 - (1) Name of student;
 - ~~(2) Local address and zip code;~~
 - ~~(3) Local telephone number;~~
 - (4) Major field of study;
 - (5) Educational level (i.e. freshman, sophomore, etc);
 - (6) Fact of participation in officially recognized activities and sports;
 - (7) Weight and height of members of athletic teams;
 - (8) Dates of attendance;
 - (9) Most recent educational institution attended;
 - (10) Degrees and awards received;
 - (11) Email address;
 - (12) Enrollment status (full-time and part-time)
 - (13) *UH Number*

Items with strikethrough will be removed from the list of directory information. Item in italics will be added to list of directory information.

University Officials

Members of an institution who act in the student's educational interest within the limitations of their "legitimate educational interests."

- These may include faculty, administration, clerical and professional employees and other persons who manage student education record information including student employees or agents.
- It may also include organizations, contractors, volunteers, and others performing institutional services or functions that the institution would normally do itself.

Legitimate Educational Interest

The school official must have need to access student education records for the purpose of performing an appropriate educational, research or administrative function for the University.

Re-Disclosure of Information

- Include language to specify that University Officials may not re-disclose information from the student's education record.

Questions