

PRIVACY ACT

As a reminder to all GCCC employees:

You are all aware of the existence of the Family Educational Rights and Privacy Act of 1974, but it never hurts to have a refresher now and then to remind us of our **legal obligation to protect the privacy of our students**.

With all of the wonderful technology available at our fingertips today, we all have access to a multitude of information on each of our students. Along with this access also comes the responsibility and legal obligation to share information with others outside of our campus **ONLY** if that information comes under the following categories:

- 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

You will notice this list does **NOT** include copies of transcripts, social security numbers, or information on class schedules. When information is released (other than the categories listed above) without specific written permission of the student, we are opening ourselves up to possible legal action. This is not being over-protective of our student records or territorial-- it is Federal law. 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!

Please take care that you do not personally release any information other than that listed above. Additionally, if you are aware of any abuse of access to this information, please report it to the Registrar. So, in a nutshell:

PROTECT YOUR PRIVILEGE AND OUR STUDENTS' PRIVACY--

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