1.0 Purpose

To state the Privacy of Information Policy.

2.0 Scope

This policy applies to all Faculty, Administrators, Staff and Students including personnel from other organizations, contracting and subcontracting personnel and vendors using LCCC Information Technology and Services.

3.0 Statement

Recognizing that specific items of information about current (as well as former) individual students, faculty, and staff must be maintained for educational, research, and other institutional purposes, it is Florida Gateway College (FGC) policy that such information be collected, maintained, and used by the College only for appropriate, necessary, and clearly defined purposes, and that such information be controlled and safeguarded in order to ensure the protection of personal privacy to the extent permitted by law. The educational records of students are also subject to FGC’s policy on the disclosure of student information (see 6Hx12:12-22).

When a member of the FGC community is asked by an office or individual at the College to provide information about himself or herself, that person should be informed of the purposes for which it will be used and the consequences, if any, of not supplying Policy 6Hx12:12-21
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it. Such information should not be used or exchanged within the College for purposes other than those stated or legitimate purposes that would be reasonably expected.

Federal and state laws give students and employees, respectively, the right to see certain records maintained about them. In accordance with such laws, and while respecting the privacy of others and the traditional confidentiality of faculty peer review and evaluation, an individual should be provided the means for seeing and obtaining copies of records about him or her maintained by the Institute, as well as for challenging their accuracy and completeness and the propriety of their use.

Personal information, other than directory information about students and standard personnel information, should not be released to anyone outside MIT without the permission of the individual, except in the case of court orders and/or legal process (see 6Hx12:12-23, in cases where such release would be clearly expected (employment references, award nominations, etc.), or in extraordinary circumstances. Directory information about students includes name, term and permanent addresses, term telephone number, term electronic mail address, date of birth, department, class, degrees received, dates of attendance, any honors and awards received, and for an intercollegiate athletic team member, weight and height (see also 6Hx12:12-22 – Disclosure of Student Information. Standard personnel information comprises dates of FGC employment, job classification or title, the department in which an individual is or was employed, and FGC telephone extension for current employees.

Requests for information about foreign nationals, other than directory information about students and standard personnel information, should be directed to the President, who may release such information provided that the query is specific (rather than general, as in a form letter), that it concerns a named individual rather than a class of people, that it is made by a senior government official, and that it is lawful to release the information; it must also be apparent that a response is warranted by serious considerations of national security or law enforcement.

Persons with responsibility for records containing personal information should exercise care to ensure accuracy and completeness. Safeguards should be provided to protect personal information against accidental or intentional misuse or improper disclosure within or outside FGC.

Policy 6Hx12:12-21
When records containing personal information are no longer actively needed, they should be retired and maintained in accordance with the FGC Archival Policy (6Hx12:12-18), which ensures all rights of privacy stated in this section and in Policy 6Hx12:12-22 – Disclosure of Student information, with one modification: Under special circumstances, the Archivist may grant scholarly researchers access to records that have been inactive for many years. Students' educational records maintained by the College Archivist are subject to all of the rights and restrictions provided by the Family Educational Rights and Privacy Act of 1974 (see 6Hx12:12-22).

History: Adopted: 11/11/09; Effective: 11/11/09