1.0 Purpose

To state the principles for the Disclosure of Student Information Policy.

2.0 Scope

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

3.0 Statement

When access to student information is granted to College any personnel, other than the students themselves, the following principles apply:

**Disclosure of information to persons within Florida Gateway College (FGC) —**
Student information should not be used or exchanged within the College for purposes other than those stated when the information was collected or to College officials with a professional need to know the information. A person who is given access to student information may not further disseminate or transmit the information he or she receives to another person unless that person has such permission as well.
Need to know — Student information should be disclosed only to College officials who need to know it. The principle of need to know recognizes that faculty and staff may require access to student information to carry out their responsibilities. FERPA authorizes the disclosure of student information without a student's consent to school officials, but limits that access only to those individuals with a legitimate educational interest who need the information to fulfill their professional responsibilities. Therefore, this policy defines who College officials are and what activities constitute a legitimate need to know. (As part of the implementation of this policy, specific directions will be developed to clarify who, under normal circumstances, can have access to what kind of information.)

Disclosure of information to persons outside FGC — Personally identifiable student information should not be disclosed to individuals or organizations outside of the College without the student's written consent, with certain exceptions that are explained in the provisions that follow. The written consent must be signed and dated and must include a specification of the records to be disclosed, the purpose of the disclosure, and the party (or parties) to whom the disclosure is made. Upon request, the student shall be provided with a copy of a record that is disclosed.

Except in cases of directory information, court orders and subpoenas, or releases to students themselves, all records that contain student information that are released to persons or organizations outside of FGC must be released on the condition that no other party will have access to them without the student's written consent. The disclosed material must contain an agreement to the effect that acceptance of these materials constitutes an agreement to abide by this condition.

In emergencies, College officials can disclose student information necessary to protect the health or safety of the student or others.

Disclosure of student work within and outside the College — a number of academic disciplines have long-standing traditions of public disclosure of student work (e.g., products of design studios, collaborative/team class work, and graduate research results and reports). The provisions in this Student Information Policy are not intended to constrain the educational processes of these fields. However, schools, academic departments, laboratories, and centers that have such traditions should bring to their students' attention in advance the kinds of academic work of the students that will be made publicly available. Similarly, individual faculty members who use public disclosure of student work as part of the educational process in specific courses should make that fact known in advance to students who enroll in their class, if students have not been informed of the practice at the departmental or other broader level.
Maintaining a record of disclosures — Information about all disclosures of records containing student information, including the identity and legitimate interest of the party to whom disclosure was made, must be maintained as part of the student's record, with the following exceptions: releases of directory information, releases of information made to the student or with her or his written permission, releases of information to College representatives and releases of information in the case of grand jury or law enforcement subpoenas when a court orders that there be no disclosure of the request.

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