**FERPA – Student Record Privacy**

**Basic Elements of the Student Records Policy for Faculty and Staff**

The University of Kentucky, in compliance with the Family Educational Rights and Privacy Act (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at the university regarding their education records. These rights do not transfer to parents, guardians, spouses or other family members without the specific written permission of the student. See http://www.uky.edu/Registrar/ferpa.htm for more information.

**Definition of Education Records**

Education records are those records directly related to a student maintained by the University or by a party acting for the university.

**Directory Information**

Only those records defined as “Directory Information” may be released without the express written permission of the student. Directory information includes the student name, local and permanent addresses, e-mail addresses, telephone numbers, class level and type, enrollment status (e.g. full-time or part-time), academic major and/or minor, dates of attendance, the fact that the student is or has ever been enrolled, total earned credit hours, degrees and certificates awarded, honors awarded, participation in officially recognized activities. No other information contained in a student’s educational records may be released to persons or organizations without the student’s prior written approval. A chart below lists information that is frequently requested from student education records and indicates whether it is Directory Information.

**ERPA (Family Educational Rights and Privacy Act) Quick Reference Table**

The following table lists student information and whether they are classified as directory information.

|  |  |  |
| --- | --- | --- |
| **Directory Information?** | **Yes** | **No** |
| Student’s full name | X |  |
| UK ID number |  | X |
| Date of Birth |  | X |
| Mailing address and phone number | X |  |
| Permanent address and phone number | X |  |
| Billing address |  | X |
| Email address | X |  |
| Parent names and/or addresses |  | X |
| Class level and academic major/minor | X |  |
| Dates of attendance | X |  |
| Fact that the student is or has been enrolled | X |  |
| Degrees, honors, certificates awarded | X |  |
| GPA or grades |  | X |
| Current term grades or class schedule (meeting times, locations) |  | X |
| Full-time, half-time, or less than half-time enrollment status | X |  |
| Information on academic standing (probation, suspension, etc.) or whether student is eligible to return to school |  | X |
| Petitions |  | X |
| Whether student has applied for graduation |  | X |
| Unmet degree requirements for graduation |  | X |
| Accounts receivable balance |  | X |
| Financial records of parents |  | X |
| Participation in official recognized activities | X |  |
| Student employment records |  | X |
| Psychiatric or psychological records |  | X |
| Copies of transcripts from other schools or colleges |  | X |

**Records Storage**

The University of Kentucky College of Law expects all individuals using services for records management to take appropriate measures to maintain data. The College of Law is expected to preserve and protect administrative information and comply with applicable federal and state legislation.

The proper storage and protection of records is to be determined by the administration of the College of Law in compliance with University policies. The College of Law is required to establish such safeguards against removal or loss of records as she or he believes necessary and as may be required University, state, and federal rules and regulations. These safeguards include making the policies and laws regarding records management known and accessible to all College of Law employees.

Public records are defined as “all books, papers, maps, photographs, cards, tapes, disks, diskettes, recordings, and other documentary materials, regardless of physical form or characteristics, which are prepared, owned, used, in the possession of or retained by the College of Law.”

For detailed information on what is allowable, please see <http://www.uky.edu/registrar/content/facultystaff-ferpa-privacy>.