Berea's policy concerning emailing FERPA-protected data

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. This data may not be released to any third party, including parents, without a student's written consent (except in certain situations defined by the law). Examples of what is and is not FERPA-protected data are in the table below.

To share FERPA-protected data with others on campus set up a BOX account and make it available only to the appropriate people who have a legitimate educational need for the information.

Only Use e-mail as a last resort. While emailing FERPA-protected data is permissible under the law, the Department of Education has ruled that an institution will be held responsible for a violation if any unauthorized individual sees the protected data via your electronic transmission.

Always encrypt emails with any data protected by FERPA (see list below).
Send FERPA-protected student education records and personally identifiable information via email only if all the following conditions are met:
- The FERPA-protected data is being sent only to coworkers with a legitimate educational need to know,
- the FERPA-protected data is encrypted by following Berea's email encrypting instructions (see the end of this document), and
- the FERPA-protected data is being emailed only from one Berea email account to another one.

What data is protected by FERPA?	What student data may be disclosed?
Social Security Number	Name
GPA	Student B #
Grades, graded papers and exams, test scores	Addresses and email address
Financial information	Enrollment status (full-time, part-time)
Pins/passwords	Classification (FR, SO, JR, SR)
Nationality/Citizenship	Dates of attendance
Birthdate	Majors and minors
Parent name	Hometown
Transcripts	Degrees and awards received
Degree audits	Participation in officially recognized activities and athletics
Gender	Height and weight of athletic team members
Race/ethnicity	Photographic, video or electronic images of students taken and maintained by the college
Class rosters	
Student class schedules	
Labor records	

Encrypt all emails with FERPA-protected data!!!

To send - type [private] in subject line and nothing else; be sure to enclose the word private in brackets

To open
  Double click on message to open
  Click open
  Click Sign In
  Click work or school account
  Change your user name from your email address to your Berea or network username (Ex: from ginterj@berea.edu to ginterj)
  Enter your Berea or network password, then click Sign In
  If you print the email or attachment, shred it when finished using