

University of Scranton

This policy sets forth the conditions under which student data may be distributed internally or externally in a manner consistent with The Family Educational Rights and Privacy Act (FERPA) and University policies, as listed below. A procedures attachment is also provided.

This policy defines how University of Scranton student data is released to faculty, staff, and other third parties. The purpose of this policy is to guide the data steward, as well as the data requestor.

Definitions of student data (aggregate, directory,



Data Standards Manual

- <https://www.scranton.edu/information-technology/services/banner.shtml>

Institutional Review Board for the Protection of Human Subjects (IRB)

- <http://www.scranton.edu/academics/provost/research/sub%20pages/IRB.shtml>

Family Educational Rights and Privacy Act (FERPA)

- The University of Scranton recognizes the privacy rights of individuals who are or who have been students, as guaranteed by the Family Educational Rights and Privacy Act (FERPA) of 1974. To review the University's FERPA policy, refer to the latest undergraduate catalog at:
- <http://www.scranton.edu/academics/registrar/university-catalogs.shtml>

Records Management and Retention Policy

- <http://www.scranton.edu/general-counsel/policies.shtml>

Information Technology, Information Management & Security Policies

- <http://www.scranton.edu/information-technology/policies.shtml>

For policy clarification and interpretation contact: the Institutional Research Office at 570-941-7693 or email institutionalresearch@scranton.edu, or the Office of the Registrar & Academic Services at 570-941-7721.

Student data is defined as any information about an individual student or group of students collected and maintained by the University, including, but not limited to, personally identifiable information, demographic, registration, academic history, discipline, and/or other student-related data. Data is collected for official University business.

Aggregate data is defined as summarized data that excludes identifying information such as student names and/or Royal IDs (R#). Any aggregated data cell with a value less than 10 should not be included in a published report, unless required by an authorized gov5h a value less than 10 should not p1defined as sum

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Data must be used for the legitimate educational purposes(s) for which it was requested and must be kept confidential, unless specified in the request form.

Student data is provided upon request for compliance purposes and/or use in institutional analysis. Reports of student data may not be reproduced, published, publicly posted, or used for any secondary purpose without obtaining permission from the office that originally provided the data.

Information Access Policy, found with Information Technology Policies in Section V.

Distribution of data refers to University of Scranton student data in any format, including hard copy or electronic format.

All student data are released for use by the requesting department only. Authorized individuals and their designees (including contracted vendors) must agree to use the data provided for the purpose specified in the request and, unless required and authorized, must agree that data obtained will not

