

Brigham Young University Hawaii

CONFIDENTIALITY OF INFORMATION AND COMPUTER ACCESS



Department

Family Educational Rights and Privacy Act (1974) (FERPA)

This reference form is a condensed version of FERPA, the Family Educational Rights and Privacy Act (1974) also known as the Buckley Amendment. For more information, please refer to:

<http://services.byuh.edu/registrar/FERPA>

FERPA

- Applies to all persons who are or have been in attendance at BYUH (including those in our Continuing Education Program).
- Does not apply to students who were denied acceptance, or if accepted, did not attend our institution.
- Gives eligible students the right to inspect and review their own education records.
- Gives eligible students the right to seek to amend education records.
- Gives students the right to forbid disclosure of directory information.
- Provides students the rights to obtain personal information.
- Encourages students to report violations of FERPA to the Family Educational Rights and Privacy Act Office, U.S. Department of Education, Washington, D. C. 20202 if Brigham Young University Hawaii violates the law.

Brigham Young University Hawaii provides information to enrolled students about their rights under FERPA. This information is accessible through the website. Students also have the right to restrict disclosure of directory information.

One of the most important question we encounter during our daily work is, "Am I allowed to release that information?" As we now have computers at our fingertips and readily accessible information online, we need to be extremely careful as to the information that is released. We have printed BYUHs Directory Information. Please read through this and take some time to refer to the online information. You are representing BYUH and it is important that we adhere to policies and procedures that have been outlined.

Directory Information: Information not generally considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to:

- Name
- Address and phone numbers
- Month, date, and place of birth
- Names of parents or spouse
- Major and minor field of study
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams

- Dates of attendance (current and past)
- Number of months/semesters enrolled
- Class standing (freshman, sophomore, etc.)
- Total hours earned
- Enrollment status (full-time, part-time, etc.)
- Degrees and awards received
- Previous educational institutions attended
- Anticipated future enrollments
- Course registrations prior to the beginning of a semester or term
- Expected date of graduation
- Deferred registration eligibility
- Religious affiliation to a student's local church or congregation

DIRECTORY INFORMATION CANNOT INCLUDE:

- Student identification numbers
- Social security numbers
- Ethnicity/race/nationality
- Gender
- Grades
- GPAs (grade point average)

Currently, we have students who have requested that their personal information not be disclosed. We also felt that we needed to inform and educate our colleagues as to the FERPA guidelines. Many already know about FERPA and others only need to be brought up to date with the rules.

HOW TO BLOCK PERSONAL INFORMATION

- Go to mybyuh.edu
- Log in
- Select "People Soft Student Administration" under Financials and HR/SA
- Select "Self Service"
- Select "Campus Personal Information"
- Select "Privacy Settings"
- Click on the Edit "FERPA/Directory Restrictions" Button
- Select what you want to restrict
- Click "Save"

If you have a problem with the caller, please transfer the call to:

Registration Specialist675-3736
Graduation/Curriculum Specialist675-3744
Records/Transcript Specialist675-3746

I understand by the virtue of my employment/enrollment with Brigham Young University Hawaii, I have access to records (paper, computer, Internet, etc.) which contain individually identifiable information, the disclosure of which is prohibited by the Family Educational Rights and Privacy Act of 1974. I acknowledge that I fully understand that the intentional disclosure by me of this information to any unauthorized person would subject me to criminal and civil penalties imposed by law. I further acknowledge that such willful or unauthorized disclosure also violates Brigham Young University Hawaii's policy and could constitute just cause for disciplinary action including termination of my employment regardless of whether criminal or civil penalties are imposed.

I have read and received a copy of the reference form of FERPA [Family Educational Rights and Privacy Act (1974)], and am aware that additional FERPA information is available on the website (<http://services.byuh.edu/registrar/FERPA>).

Print Employee Name

Date

Employee's Signature

BYUH ID#

OFFICE USE ONLY:	
Initial:	Date:

Distribution: White - Registrar, Canary - Employee

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