

Lynn Hanson

From: "Julie Bush" <jbush@FMARION.EDU>
To: "Lynn Hanson" <lhanson@FMARION.EDU>
Sent: Thursday, November 30, 2006 11:13 AM
Subject: Re: Securing and Protecting Student Information

Lynn -

In Enrollment Management, which includes Financial Assistance, the Registrar's Office, Admissions, and Orientation and Provisional Programs, the staff undertake several measures to protect the security and integrity of student records and student information. For example, the records for these offices are stored in locked office spaces and are accessed only by student workers and office personnel. The permanent student records are housed in a fire-proof vault to which only full-time Registrar Office staff members have a key. We shred documents which include confidential information and limit this information we distribute whenever possible. Electronic information is protected by individual user identification and individual password protections. We also limit the programs for which each individual staff member has access. For example, the Admissions staff does not have access to the financial assistance screens in our BosaNova system and vice versa. Each staff member has their own work space and most have individual office space which provides another level of privacy when dealing with confidential information. Student workers are required to go through the individual office training which includes reading and signing a confidentiality agreement. This training also emphasizes the handling of sensitive information and the importance of maintaining confidentiality. Julie Bush

----- Original Message -----

From: Lynn Hanson
To: Julie Bush
Sent: Wednesday, November 29, 2006 12:12 PM
Subject: Securing and Protecting Student Information

Julie,

One of the requirements for earning re-accreditation (CS 3.9.2) is that "The institution protects the security, confidentiality, and integrity of its student records." In order to complete our compliance report for this requirement, we need to know the measures you undertake in Enrollment Management to ensure the security, confidentiality, and integrity of the student records that you and your staff maintain.

Please send an email reply with information relevant to all the offices under Enrollment Management, and I'll integrate your information with the draft we've already begun.

Thanks.

Lynn