

DIN: 2130-1-01
Title of Policy: Directory Information: Public and Private Data

Policy

Public Data:

Northwest Technical College handles directory information in compliance with [FERPA](#) (Family Educational Rights and Privacy Act) regulations and has designated the following information as directory information. Directory information is considered public data.

- Learner name
- Learner enrollment status
 - enrolled
 - graduated
 - withdrawn
 - part-time
 - full-time
- Program major
- Dates of attendance
- Learner honors and awards.

Directory information is public data unless the learner requests any of this data to be treated as private via 2130-4-01 Do Not Release form.

Private Data:

In accordance with [Minnesota Government Data Practices Act](#) (MGDPA), data privacy restrictions apply to any of the following:

- A learner who is currently enrolled / registered.
- A former learner who is no longer enrolled / registered.
- An individual who is an applicant for enrollment / registration.
- An individual who is receiving shared time educational services.

NTC does not release Private Data to any individual or organization, including credit card issuers, unless approved by MnSCU or the college administration; however, in accordance with FERPA and MGDPA, Northwest Technical College has the right to release learner records without consent in some circumstances. Examples of release without consent include, but are not limited to, the following:

- To appropriate school officials with a legitimate educational interest.
- To specified officials for audit, accrediting or evaluation purposes.
- To appropriate parties in connection with providing financial aid to a learner.
- To appropriate officials in cases of health and safety emergencies.
- To state and local authorities, within a juvenile justice system, pursuant to specific state law.
- To comply with a judicial order or lawfully issued subpoena.
- To military recruiting personnel, under the Solomon Amendment of the National Defense Authorization Act. In addition to directory information, NTC must disclose address, telephone number, previous school of enrollment, and date of birth.

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Approved: President Quistgaard	Date: 4-20-04	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>

- To another educational agency or institution, where a learner is enrolled and/or receiving services, while also enrolled or receiving services at NTC.
- To other educational agencies or institutions to which learners have transferred if requested by the transfer school.
- To other MnSCU institutions where the learner is enrolled or has applied for admission, official transcripts are automatically forwarded.

Upon signing and submitting an official Authorization to Release Information Form, learners can authorize the college to release specified information to specifically identified individuals. The signed form must be in the learner’s permanent electronic file for an information request to be fulfilled.

Purpose

To identify which information is considered public and may be released without learner consent unless non-release is requested by the learner and to clarify how learners can request that private data can be released to persons whom they have identified.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean	Ensure communication and enforcement of this policy.
Registrar	Process requests for directory information and ensure that only appropriate data are released.

Supporting References

Listed below are college document(s) that support this policy:

[2140-1-01 Learner Records](#)

[2130-4-01 Do Not Release Form](#) (public information)

[2130-4-02 Authorization to Release Information Form](#) (private information)

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

[Family Educational Rights and Privacy Act of 1974](#) (the “Buckley Amendment”)

Minnesota Government Data Practices Act (Mn Statutes Section 13.01)

[Minnesota Statute 135A.145](#)

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