

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

Policy

Public Data:

Northwest Technical College handles its directory information in accordance with applicable privacy laws, including the Family Educational Rights and Privacy Act (FERPA) regulations and has designated the following information in education records as directory information. Directory information is considered public data.

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 - withdrawn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

Limited Directory information is only eligible for release to Northwest Technical College Foundations for Foundation related-activities and/or external parties contractually affiliated with the College or as noted below. The following information has been designated as ‘Limited Directory Information’ at Northwest Technical College:

- e-mail address (institutional, personal, work, etc.)
- address
- phone number
- Star ID

Notwithstanding any other provision of this policy,

- a. The following information is defined as Limited Directory Data for purposes of sharing with LeadMN so the association can communicate with their members: student name, e-mail address, and Student Change Code (NEW/RTN/DROP)
- b. Institutional e-mail addresses are the primary form of electronic mail communication between the College and its students. Students’ institutional e-mail addresses are available to all Minnesota State System, and the college faculty and staff as outlined in the Official Communication – Email policy (1110-1-01).

Contact the Records Office for the form to withhold directory information.

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Document Number:2130-1-01	Revised: Nov 2019	Page 1 of 3	Level #1
Title: DIRECTORY INFORMATION: PUBLIC AND PRIVATE DATA			Next Review Date: 9.1.2021

Private Data:

In accordance with applicable privacy laws, education records that are not directory data are classified as private relating to the following:

- A student who is currently enrolled / registered.
- A former student 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 permitted by law or authorized in writing by the student. In accordance with applicable law, Northwest Technical College has the right to release student records without consent in some circumstances. Examples of release without consent include, but are not limited to, the following:

- To 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 student.
- To others as necessary to deal with 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.
- To another educational agency or institution, where a student has or intends to enroll and/or receive services.
- To other educational agencies or institutions to which students have transferred if requested by the transfer school.
- To other MnSCU institutions where the student is enrolled or has applied for admission, official transcripts are automatically forwarded.

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

Purpose

To identify which information is considered public and may be released without student consent unless non-release is requested by the student and to clarify how students 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
Executive Director of Enrollment Management	Ensure communication and enforcement of this policy.

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Document Number:2130-1-01	Revised: Nov 2019	Page 2 of 3	Level #1
Title: DIRECTORY INFORMATION: PUBLIC AND PRIVATE DATA			Next Review Date: 9.1.2021

Registrar	Process requests for directory information and ensure that only appropriate data are released.
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Supporting References

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

1110-1-01 Official Communication – Email

2140-1-01 Student Records

Compliance References:

Listed below are references to compliance requirements (e.g. Minnesota State 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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Document Number:2130-1-01	Revised: Nov 2019	Page 3 of 3	Level #1
Title: DIRECTORY INFORMATION: PUBLIC AND PRIVATE DATA			Next Review Date: 9.1.2021