Student Privacy Policy

Protecting Student Privacy and Safeguarding Student Information

Jefferson College takes measures to protect the privacy and safeguarding of student information. Under a Federal Trade Commission (FTC) rule, colleges are required to comply with the Gramm-Leach-Bliley Act (i.e., GLB Act) as written in the regulations in 16 CFR Part 314 published in May 2002 (May 23 Federal Register, p. 4684).

Moreover, in accordance with the Family Educational Rights and Privacy Act (FERPA), all students have the right to review their official college records, to request amendment to these records, to restrict their name from certain reports, to file appropriate FERPA complaints with the United States Department of Education, and to obtain a copy of Jefferson College’s FERPA policy.

Jefferson College makes available to the public this directory information: name, address, telephone number, date of birth, Jefferson College e-mail address, dates of attendance at Jefferson College, full or part-time enrollment status, major area of study, participation in officially recognized sports, degrees or certificates awarded, awards received, photograph, and the most recent prior school attended. Additionally, students are included in graduation lists, dean’s lists, and enrollment lists to the military. If the student objects to the release of directory information, the student should contact the Registrar’s Office before beginning classes. New and returning students are advised that the social security number is voluntarily disclosed to Jefferson College and is maintained as confidential information.

In addition, Jefferson College establishes procedures to ensure the security and confidentiality of student information, to protect against any anticipated threats to the security or integrity of such information, and guards against the unauthorized access to, or use of, such information that could result in substantial harm or inconvenience to any student.

The College establishes and routinely reassesses its guidelines for safeguarding student information. Access to student information is limited to those employees who are required to perform records management services for students and for the institution. Our employees are cognizant of, and bound by, ethical codes of behavior in managing student information. Employees are educated in maintaining confidentiality of student information and are subject to disciplinary action if they fail to do so.

Physical security of personal information is also addressed through Computer Services procedures that prohibit unauthorized access and ensure electronic security. External reporting agencies and business partners are also required to maintain confidentiality of any identifying student information.

Jefferson College recognizes the importance of confidentiality in maintaining student information and values the mutual trust established through this relationship. Rest assured that your privacy is protected automatically without requiring any action on your part. Our policies and procedures for protecting your privacy and safeguarding your personal information are routinely reassessed and revised as needed. And finally, Jefferson College will provide notices of our policies and procedures at least annually to our students.

Last Revision: 01/17/08