



4001 – Policy on Student Privacy

Policy Owner: Registrar

Associated Procedure: Student Rights, Responsibilities and Conduct; Student Privacy

Date Adopted: June 8, 2021

Date Last Amended: N/A

Date Last Reviewed: June 8, 2021

It is the policy of Harford Community College to protect the confidentiality of student education records by complying with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, in addition to all other relevant local, state, and federal privacy guidelines and regulations. The Board appoints the College Registrar as the custodian of records, who will develop, implement, and maintain the relevant processes and procedures, including defining directory information that may be shared without the written consent of students. The College shall:

- I. Document these processes and procedures in the Academic Catalog;
 - II. Provide annual disclosure to students; and
 - III. Train College employees on current policies, processes, and procedures related to student privacy.
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