

Release of Personal Information.

In the normal course of its operations, the University maintains a variety of records that contain personal information relating to its students, staff, and faculty. It is essential that any release of such information be in strict compliance with applicable law and regulations. In general, information from education records pertaining to students cannot be released without the prior written and dated consent of the student. There are similar restrictions concerning the release of medical records of staff and faculty. On the other hand, most non-student records are considered “public records” that must be released to the public unless the information concerned is covered by an exception, such as that for “sensitive personnel records.”

Inappropriate release of student personal information can result in the University’s loss of federal funding. Such release can also result in a lawsuit alleging invasion of privacy, as can the inappropriate release of staff or faculty personal information. Inappropriate release of personal information that ultimately facilitates the theft of an individual’s “identity” could result in a lawsuit seeking to hold the releasing party responsible for payment of credit card and other debt falsely incurred using the stolen identity.

Any release of personal information to parties outside the University should be coordinated with the Office of Counsel. This is true whether the release of such information is made in response to an in-person request, a telephone call, a letter, or a subpoena.