

TABLE OF CONTENTS:

POLICY INFORMATION 1
RESPONSIBLE OFFICE 1
SCOPE 1
A. PURPOSE 3
B. POLICY STATEMENT 3
C. AUTHORITY 3
D. DEFINITIONS 3
E. PROCEDURES..... 5
F. RESPONSIBLE CABINET MEMBER 9
G. RELATED INFORMATION..... 9
POLICY HISTORY 10

: The demonstrated "need to know" on the part of a School Official acting in a Student's best interest to (a) perform appropriate tasks that are specified in his/her position description or by a contract agreement; (b) perform a task related to the Student's education; (c) perform a task related to discipline of the Student; (d) or provide a service or benefit relating to the Student or Student's family such as health care, counseling, job placement or financial aid.

: Data or information that, alone or in combination, is linked or linkable to a specific Student and that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the Student with reasonable certainty. This includes Directory Information and non-Directory Information. In addition, PII includes information requested by a person who the CIA reasonably believes knows the identity of the Student to whom the Education Record relates. Examples include, but are not limited to: name; name of parent or other family members; address; a personal identifier such as Social Security Number, Student ID or biometric record; and other indirect identifiers such as date of birth, place of birth or mother's maiden name.

A person employed by the CIA who acts in the Student's educational interest, within the limitations of their "need to know," in an administrative, supervisory, academic, professional, law enforcement or support staff position; a trustee; a person or a company under contract to or acting as an agent for the CIA, (nti)14we Ceamilyte(ro)-21 Tf0nt'ial Sru pot7tleee002 Tc -0.0

The Registrar's Office will provide to all Students an Annual Notification of their rights under FERPA. Former Students need not be notified. The Annual Notification must include: the CIA's definitions of School Official and Legitimate Educational Interest; the right to inspect and review information contained in his/her Education Records and associated procedure; the right to request an amendment to an Education Record, and associated procedure; to ensure the Education Records are not inaccurate, misleading, or otherwise in violation of the Student's privacy or other rights; the right to consent, with certain exceptions specified in FERPA, to disclosure of PII from his/her Education Records; the right to file a complaint with the Department of Education concerning alleged failures by the CIA to comply with FERPA.

The Annual Notification will also disclose the CIA's policy of releasing information to School Officials subject to a demonstrated Legitimate Educational Interest.

Unless permitted by a FERPA exception, the CIA will disclose Education Records to a Student's parents only with written consent of the Student. The Student may file the consent at the office responsible for maintenance of the relevant Education Record.

A Student may request that his/her Directory Information not be released. A Student must complete the current form provided by the Registrar's Office or on the Portal within two weeks of the start date at the CIA.

Anyone releasing non-Directory Information PII to a third party (other than to a Student or a School Official with a Legitimate Educational Interest) without a Student's consent must maintain a record of the name of the party requesting or receiving the information and the legitimate interest the parties had in requesting release of the information.

Vice President—Academic Affairs
Chief of Staff and Chief Information Officer
