

COMMUNITY COLLEGE OF VERMONT

See also:
Complaint Resolution Policy
VSC Personnel Handbook
FERPA at CCV
Conflict of Interest
VSC Policy 311
VSC Policy 312

CONFIDENTIALITY POLICY

Revised: March 05, 2009
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POLICY

To protect the privacy of its constituents, CCV complies with the Family Educational Rights and Privacy Act of 1974. All records are maintained in confidence, in accordance with state and federal law, with access limited to those college officials who have a legitimate educational interest in a particular record.

PROCEDURES

1. CCV complies with the Family Educational Rights and Privacy Act (FERPA). CCV considers the following to be directory information: student's name, address, e-mail address, telephone number, date of birth, enrollment status (full-time or part-time), major field of study, participation in officially recognized activities, dates of attendance, the most recent previous school attended, photographs, degrees and awards. This directory information is considered to be public information unless the student records office has a written request from the student asking that such information be kept confidential. This request must be made to the Registrar, CCV, PO Box 120, Waterbury, VT 05676. CCV reserves the right to limit the release of directory information.
2. An employee's name, title, college issued email address, credentials, employment status, and dates of employment are considered to be public information. Salary information may be released with a written request.
3. CCV releases academic or administrative records to outside agencies only when CCV has written permission, specifying the type of information that may be released, from the student, faculty or staff member whose records are being released.
4. Breaches of confidentiality should be addressed via complaint resolution procedures.