

CAMERON UNIVERSITY

Student Data Privacy Policy

Policy Statement

Cameron University is committed to ensuring the privacy and accuracy of confidential information for current and prospective students. Any personal information provided to Cameron or generated by Cameron is used only to conduct official University business and will not be disseminated to any unaffiliated third party, except as required by law.

Cameron University also complies with the Family Educational Rights and Privacy Act (FERPA), which prohibits the release of education records except in limited circumstances (i.e., with the student's permission, to school officials with a legitimate educational interest, to parents of dependent students, and in response to a valid court order). For more information on FERPA at Cameron University, go to <https://www.cameron.edu/current-students/student-services/ferpa>. Although FERPA regulations apply only to students, Cameron University is equally committed to protecting the privacy of all visitors to the university website. Cameron also complies with the applicable provisions of the Gramm-Leach-Bliley Act (GLBA) and the Health Insurance Portability and Accountability Act (HIPAA).

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Who Should Know This Policy

President	Faculty
Vice Presidents	Other Accounting/Finance Personnel
Deans	Students
Department Chairs	Other Groups
Directors	All Employees

Responsibilities

Responsible for Policy

University Officer Responsible

Vice President for Academic Affairs

Procedure

STATEMENT OF PURPOSE: In support of the above policy statement, the following procedures and information are provided.

1.0 Definitions

- 1.1 Data security is the means of ensuring that data are kept safe from corruption and that access to it is suitably controlled. The primary goal of any information and technology security system is to protect information and system equipment without unnecessarily limiting access to authorized users and functions.
- 1.2 Encryption is the process of transforming information using a cryptographic algorithm (called cipher) to make it unreadable to anyone except those possessing special knowledge, usually referred to as an encryption/decryption key.
- 1.3 FERPA - Family Educational Rights and Privacy Act is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
- 1.4 Personally identifiable information for education records is a FERPA term referring to identifiable information that is maintained in education records and includes direct identifiers, such as a student's name or identification number, indirect identifiers, such as a student's date of birth, or other information which can be used to distinguish or trace an individual's identity either directly or indirectly through linkages with other information.

2.0 Sharing of Information

- 2.1 Cameron University does share information with other parties at the request of users or to conduct university business.

Consistent with FERPA, we do not release personal student information, other than public directory information, to other parties unless we have legal authorization to do so. Student directory information may be released without the student's written consent. Directory information includes: full name, mailing address, telephone number, enrollment status, major field of study, participation in Cameron activities and sports, weight and height of members of athletic teams, dates of attendance at Cameron, degrees, certificates and awards received, student classification, and the most recent previous educational institution attended. If a student does not want their directory information released, the student may request in writing that it not be released and file the request with the Office of the Registrar.

3.0 Privacy and Public Records Requests

- 3.1. Cameron complies with all laws that prohibit the release of information. This includes student education records protected by FERPA, financial information, including credit card information protected by GLBA, and personal health information protected by HIPAA. However, other information may be released as requested by an approved open records request.

4.0 Encryption

4.1 Cameron uses encryption to prevent third party users from accessing sensitive data, such as passwords, e-commerce information, etc. A student is normally required to enter a Cameron username and password when requesting data or to verify membership in the university community. For example, students must enter a Cameron username and password to check grades. This login process uses Hypertext Transfer Protocol Secure (HTTPS) assuring the user name and password are encrypted between the Web browser and the Web server.

Several sites within Cameron University enable payment for products or services online with a credit card. These transactions are encrypted. Questions about security concerns involving credit card transactions may be directed to support@cameron.edu.

5.0 Cameron University Website

5.1 The following information about visitors to the university website is collected and stored. This automatically collected information is stored and used in the aggregate only, and is not under normal circumstances used to contact visitors to the website.

- The IP address from which the website is accessed
- The name of the domain from which the website is accessed from the Internet (for example, aol.com, if connecting from an America Online account)
- The type of browser and operating system used to access the website
- The date and time of access to the site
- The pages, files, documents, and links visited
- The Internet address of the website from which university webpages are accessed

Cookies are small pieces of data stored by the Web browser, often used to remember information about preferences and pages visited. Some Cameron University Web servers use cookies. For example, cookies are used to avoid reentry of user names and passwords when visiting different parts of the same website. By using these servers, users agree to accept cookies sent by the university website. Users can disable this capability by updating their browser preferences to refuse to accept cookies, disable cookies, and remove cookies from user hard drives.

Within the university website there are links to non-Cameron websites. Third-party websites are not subject to this privacy policy. Cameron University is not responsible for the privacy practices or the content of non-Cameron websites, and such links are not intended to be an endorsement of those sites nor their content.

6.0 Disclaimer of Liability

- 6.1 The information contained in this policy explains the University's data privacy policy and practices that Cameron University has adopted. In legal terms, it shall not be construed as a contractual promise, and the university reserves the right to amend it at any time without notice. Neither Cameron University nor any of its units, programs, employees, agents, or individual trustees shall be held liable for any improper or incorrect use of the information described and/or contained in the university website and assumes no responsibility for anyone's use of the information.

Contacts

Policy Questions: Vice President for Academic Affairs, (580) 581-2250, Admin 250

Forms

In support of this policy, the following forms are included:

None

Policy History

Policy

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