

Policy: **Disclosure & Use of Student Social Security Numbers**

Policy Number: **C-5**

Responsible for Policy: **Enrollment Management**

Most recent approval date: **Spring 2015**

Policy Statement

Finger Lakes Community College shall comply with applicable law restricting the disclosure and use of student social security numbers, as set forth in this policy.

The College is required to comply with its obligations under applicable law regarding the disclosure and use of student social security numbers, including without limitation the New York State Education Law and the Family Educational Rights and Privacy Act (FERPA).

Student social security numbers constitute “education record” information under FERPA and, as such, may only be disclosed or used in compliance with the College’s Policy on Compliance with the Family Educational Rights And Privacy Act. Moreover, even in circumstances where such disclosure or use is otherwise permitted by the FERPA policy, a student’s social security number may not be displayed to identify the student for posting or public listing of grades, on class rosters or other lists provided to faculty, on student identification cards, in student directories or similar listings, or unless specifically authorized or required by law, for any public identification purpose.

The foregoing displays of student social security numbers are prohibited regardless of whether the display is in hard copy or electronic format. Student identification cards may not publicly display the student social security number on the card, but the security number may be coded on the magnetic stripe or chip in the card.

Reason for Policy

The College recognizes that student social security numbers must remain secure.

Applicability of the Policy

This policy applies to all College employees having access to student social security numbers.

Definition

FERPA- the Family Educational Rights and Privacy Act, also known as the “Buckley Amendment”

Related Documents

- NYS Education Law Section 2-b
- FLCC Policy on Compliance with the Family Educational Rights & Privacy Act

Procedures

No separate procedures statement

Forms/Online Processes

- None

Appendix

- None

Review date/action taken:

- September 2011: original approval date
- Fall 2012: no revisions
- Spring 2015: no revisions