

Compliance Tips of the Month – May 2019

Privacy of Student Education Data

The release of student educational records without the student's express consent creates a FERPA incident of noncompliance even if such a release is unintentional or accidental. In addition, whenever the personal identifying information (PII) and/or personal health information (PHI) of a student is released in error and/or stolen due to the actions or inactions of University employees, such actions or inactions can create liability for the University, such as the payment of credit monitoring services for a student, as well as other PII-related protections. Therefore, if you have not already done so, please remember to review, and complete, the following:

- **FERPA Training** – available [here](#).
- **ITD Security Training** – available [here](#). Select the “Security Training” button to be linked to the training.
- **Policy 920** – Information Security, available [here](#).

If you become aware of a FERPA incident of noncompliance and/or a breach of student PII, immediately report such information to your department chair/director or designee. They will, in turn, report the information to their supervisor, ITD Information Security Services, University Counsel, and the appropriate Vice President.

Students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. Such complaints may be submitted to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Records Retention Database Closure and Annual Destruction Day

MTSU's Records Retention Database (Database) will be closed for any additional input on May 14, 2019. The Database will remain closed until July 1, 2019, to allow compilation and completion of the University's annual Records Holding Report to the State Records Management Division.

The Records Annual Destruction Day will be held on Monday, October 21, 2019. Additional details regarding the process for box pick-up in preparation for the Annual Destruction Day will be provided in the coming months.

Thank you, and have a great Summer.

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MIDDLE TENNESSEE STATE UNIVERSITY

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