Del Mar College Security and Safeguards
The institution protects the security, confidentiality, and integrity of its student records and maintains special security measures to protect and back up data.

Del Mar College follows the guidelines for the records management of student records as required by the Texas State Library and Archives Commission and confidentiality and integrity of student records as required by the Family Educational Rights and Privacy Act.

All permanent student records that are not in an electronic format are stored on microfilm in a fireproof secure vault on campus and the official silver microfilm of these same records are stored in an off-campus location in a secure fireproof vault.

All permanent records that are in an electronic format are backed up on tapes nightly. Weekly back-ups are also done on all electronic format records and are stored in a secure vault on-site and a full copy is transported for secure storage off-site. The weekly backups are kept on a four-week rotational schedule. A full copy of the 4th weekly backup is archived and stored as a separate monthly electronic archived backup.

Confidentiality of records is strictly maintained and only the staff of the college that have a legitimate educational interest receive access to a student’s education record. The Information Technology department has a designated individual that is responsible for providing access to the student information system. The request for access is coordinated through the Registrar.

The college notifies students through the college catalog, class schedules and on the website of their rights under the Family Educational Rights and Privacy Act. Written consent from the student is required before personally identifiable information from their educational record is released to a third party unless FERPA permits the disclosure without obtaining written consent.

The college is conforming to the Gramm-Leach-Bliley Act to protect the security and confidentiality of records.

Reservation System. Host colleges used the reservation system to secure spaces for students in Provider colleges’ courses. In the process of reserving spaces, colleges enter student identification numbers and standard student contact information, i.e., mail addresses, phone numbers, and email addresses.

Student Administration. Information collected in the reservation process is stored in a permanent record of VCT activity for each student in Student Administration. In addition to student contact information, the Student Administration area includes a record of all classes a student has taken through VCT and the semesters in which they were taken.

The information resulting from the Reservation System is used to generate the rosters and report explained below.

Class Rosters are what the name implies, a list of students by class. The online Class Rosters include a number of utilitarian features used by VCT Coordinators and instructors: links to course information, student information, and contact information for a variety of Provider college contacts; live email addresses of instructors and students; and stored emails sent to individual students and Provider colleges pertaining to individual students.

Date of Record Rosters (DOR) are the rosters that document official class census, which is used in the state contact-hour reimbursement formula. DOR Rosters are released by Host colleges’ registrars for online access by Provider colleges’ instructors. Instructors verify online that each student has or has not made appropriate instructor contact and sign the rosters using an electronic signature process that
requires entering a confidential, instructor-created signature code. Entering the code affixes an instructor’s name to the roster in the signature block. It is understood that a DOR roster is not signed without an instructor’s name affixed.

**Grade Reports.** Grade Reports are released by Host colleges’ registrars for online access by Provider colleges’ instructors, who enter grades and sign the reports using the same signature process described above for DOR rosters.

**Access Security.** For the Reservations System, Student Administration, and Class Rosters the VCT Office assigns to each Host college’s VCT Coordinator a user name and password and gives each Coordinator administrative authority over those website areas. With admin authority, the Coordinators grant access on a need-to-know basis to others at their respective colleges.

A similar process applies to DOR Rosters and to Grade Reports. The VCT Office assigns a user name, a password, and administrative authority to each Host college’s Registrar. The registrar, then, may grant access to others at the college on a need-to-know basis, as they deem appropriate.

VCT Coordinators assign user names and passwords to instructors. VCT does not maintain any paper or other physical academic records. Further information on VCT website security is available on the [VCT Website](https://www.vct.org) (Administration, VCT provided documentation for ICC, ICC 3.4.11: Data/Website Security).