3.9.2

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.

All student records that are maintained in any department are kept in a secure area and are only accessible to those employees that have been authorized due to the nature of their jobs. Employees are informed of the confidentiality of records under the Federal Educational Rights and Privacy Act and adhere to these policies when working with student records.