

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974
(THE 'BUCKLEY AMENDMENT')
AND THE
MINNESOTA GOVERNMENT DATA PRACTICE ACT**

This is intended to provide information about the above Acts as they relate to disclosure of educational records to persons other than the student without written authorization from the student. Many university employees, in addition to the Records Office staff, have access to such information which is necessary to facilitate the requirement of their positions.

Below are some simple guidelines that should be followed:

1. Do not use information from students' records for unauthorized purposes.
2. Do not disclose information from students' records to unauthorized individuals. This includes other university employees. Offices and employees are screened by the Registrar before they are authorized to access students' records.
3. Do not give out information which is not included in a printed directory of the university. Students' schedules, for example, is not considered directory information and, therefore, are not to be released. There are also a number of students who have requested anonymity who do not appear in the printed directories, but their records appear on computer terminals that have been given access to the Student Records System. Please check to see if the student has requested anonymity. If information, including directory information, is released for these students, you are in violation of the data privacy acts.

(Note: Directory information is defined in the Student Rights and Data Privacy Policy and BSU semester class schedules.

Please read the Student Rights and Data Privacy Policy carefully. Requests for educational information of students should be referred to the Records Office for screening. It is highly recommended that supervisors and department heads periodically review the data privacy requirements with their staff. Student employees within a department are considered the same as other employees and must be informed of the data privacy requirement at the time they are employed.