

## FERPA Procedure for Public Safety

### Objective

Grant appropriate access to the student information system for the Grossmont-Cuyamaca Community College District (GCCCD) Sheriff's Deputies working on site.

### Conditions:

1. Access shall only be given to those considered school officials. A school official has a legitimate educational interest, if the official needs to review a student record in order to fulfill his or her professional responsibilities for the College. A school official is defined as a person employed by the College District in an administrative, supervisory, or staff position (including campus law enforcement and/or health services), a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials, or a person serving on an official committee, such as a disciplinary or grievance hearing committee or assisting another school official in performing his or her professional job duties.
2. Access shall be given to comply with a judicial order or a lawfully issued subpoena. The "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act" (October 26, 2001) and section 507 of the USA Patriot Act amends FERPA by permitting institutions to disclose, without the knowledge or consent of the student, personally identifiable information from the student's education records to the Attorney General of the US or a designee in response to an ex parte order in connection with the investigation or prosecution of terrorism crimes. Also, the school is not required to record such identities.
3. The Deputies on site will receive FERPA training before beginning use of the Student information system.
4. Access shall be given for the following information only: students name, address, telephone listing, email address, date and place of birth, dates of attendance and class schedule, if current.
5. Access is **NOT** required for social security number, ethnicity, gender, race, grades or GPA.
6. If a Deputy vacates their position with GCCCD, access shall be rescinded immediately.
7. Information gathered by Deputy, other than directory information, will not be shared to any third party and does not lose its protection under FERPA.
8. Law enforcement records shall be maintained separately from educational records. Usage of non-directory information is not required for law enforcement records and will be destroyed or kept out of a file.

### Duties

- Annual inventory of sign-on allowances for the GCCCD Sheriff's Department.
- Annual review of procedure and updates as necessary.
- Immediate notification to Information Systems of inappropriate access or issues with the system.