

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, S.C. 29409

GENERAL ORDER
NO. 8

11 June 2003

POLICY ON THE SECURITY AND CONFIDENTIALITY
OF
STUDENT RECORDS

1. INTRODUCTION:

It is the policy of The Citadel to maintain and to secure all student records, both academic and non-academic, in full accordance with applicable laws, including the Family Educational Rights and Privacy Act. Insuring compliance with this policy is the responsibility of the head of each operational unit of the College. At a minimum, the following security measures will be enforced:

- A. All student records will be stored in an area that is locked when not in use.
- B. Student records on electronic media will be backed up.
- C. Access to student records, whether maintained electronically or on paper, will be strictly controlled according to the following guidelines:
 - 1) Only those persons with a legitimate educational interest will have access to student records.
 - 2) Persons using student records will release them only in accordance with college (FERPA) policies and will share information from student records only on a need-to-know basis.
 - 3) Persons using student records will take care to prevent unauthorized or accidental access to student records in every way possible, including such measures as:
 - a) positioning computer monitors so that records will not be visible to persons who do not need them;
 - b) closing on-screen files immediately after use;
 - c) copying records only when necessary; and

d) never sharing computer passwords.

D. Every person in the department will know the applicable policies governing the security of student records and will know how to implement the policies in that department. This means the following:

1) All new personnel will be thoroughly trained on security policies and measures;

2) All personnel will receive updates on security policies and measures whenever necessary, but at least annually;

3) Every person in the department will know where the policies are located and will have ready access to them.

E. Student records will be disposed of in a way that maintains their security and confidentiality.

F. In addition to the general regulations of the college, any special regulations or guidelines pertaining to the security of student records that should apply in a given department will be published and implemented. This includes policies of accrediting agencies or professional organizations, as well as federal or state law, that apply to specific departments.

FOR THE PRESIDENT:

OFFICIAL

CHARLES B. REGER
Colonel, USAF, Retired
Executive Assistant to the President