NOTIFICATION OF PRIVACY RIGHTS

Guttman Community College complies with state and federal law governing the privacy of student records. All students and members of the GCC community who have access to student records must follow standard practices when handling any request for data in paper or electronic student files.

Students, the Family Educational Rights & Privacy Act (FERPA) gives you certain rights with respect to your education records. Those rights include:

- The right to give written consent before Guttman discloses personally identifiable information from your education records. That means if you want someone to see your GPA or courses and grades, you must authorize this disclosure via CUNYFirst or by asking the Registrar in writing to send that person a transcript.

- The right to inspect your education records after filing a written request, and seek amendment of those records you believe are inaccurate or misleading.

- The right to file a complaint with CUNY’s Office of General Counsel or the U.S. Department of Education about Guttman’s compliance with FERPA requirements.

There are, however, several critical exceptions to your privacy rights. FERPA permits Guttman to disclose student records without your written consent in certain situations. The most significant of these circumstances are as follows:

- In response to a judicial order or subpoena, education program audit or compliance action
- In connection with a financial aid application or scholarship award
- To your parents, if you are a dependent for IRS tax purposes
- In connection with a health or safety emergency
- The final results of a disciplinary proceeding to a victim of a crime of violence or sex offense
- To your parents or guardian if you violate a federal or state law or CUNY policy governing the use or possession of alcohol or illegal drugs

Guttman also may provide access to student records to school officials with a legitimate educational interest in those materials. This includes people with responsibility for campus academic, administrative or service functions, whose normal and customary job duties require ongoing or periodic access to student records. A school official may also include a volunteer, contractor or fellow student who performs a service or function for which GCC would otherwise use its own staff.

Finally, Guttman may release what is known as “directory information” to members of the
public without your consent. GCC has identified your **dates of attendance**, your **major** and any **degrees or honors** you receive while at Guttman as publicly available "**directory information**".

- If you do not want Guttman to release "directory information" without your prior written consent, you must submit a Directory Information Non-Disclosure form to the Office of the Registrar in the Hub, located on the third floor of 50 West 40th Street, or mail it to Guttman Community College, Office of the Registrar, 50 West 40th Street, New York, New York 10018. Please note that if you ask us to withhold this directory information, we will not be able to confirm your enrollment, degrees or other verifications of status without your prior written consent.

**Staff**, with the limited exception of “directory information” as defined above, data gleaned directly from paper or electronic student records must not be shared or discussed with any person outside the CUNY community (including parents, partners and prospective employers) without a prior written release from the student. This includes the development of recommendation letters and release of academic transcripts. Students may complete a form authorizing the Registrar’s Office to permit specified non-CUNY persons to view their academic record. Accordingly, before engaging in third party discussions, please contact the Registrar.

Be aware that students may complete a request to the Registrar’s Office to suppress even directory information from being divulged. Accordingly, before revealing directory information, please contact the Registrar.

New York State law specifically bars the display of a student’s social security or identification number in any public posting of grades, on class rosters or other faculty lists, on student identification cards or in student directories. Accordingly, faculty and staff may not use student social security or CUNY identification numbers - or any portion thereof - to post grades or provide other publicly accessible information. This includes leaving exams, papers and so forth in a publicly accessible place for students to retrieve.

In addition, anyone who receives a subpoena, court order or freedom of information law (FOIL) request for student records MUST immediately forward the request to Guttman’s counsel for action.

For more information:


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