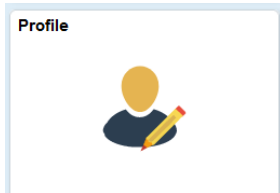


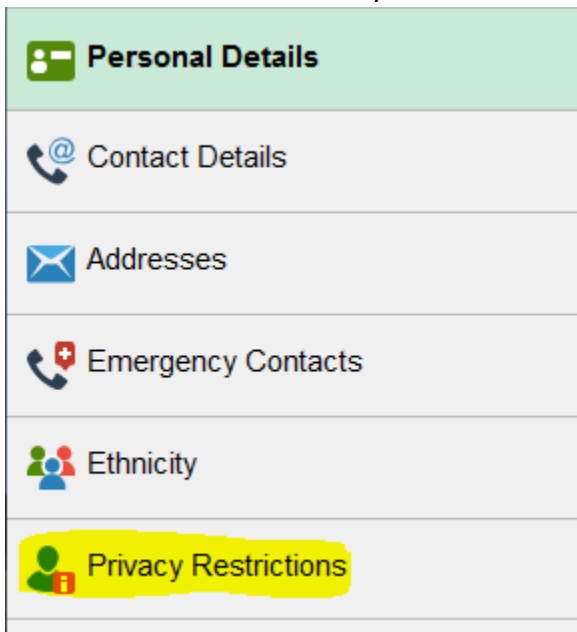
# Privacy Restriction Student Guide

Students can now manage their own privacy restrictions from their Student Homepage.

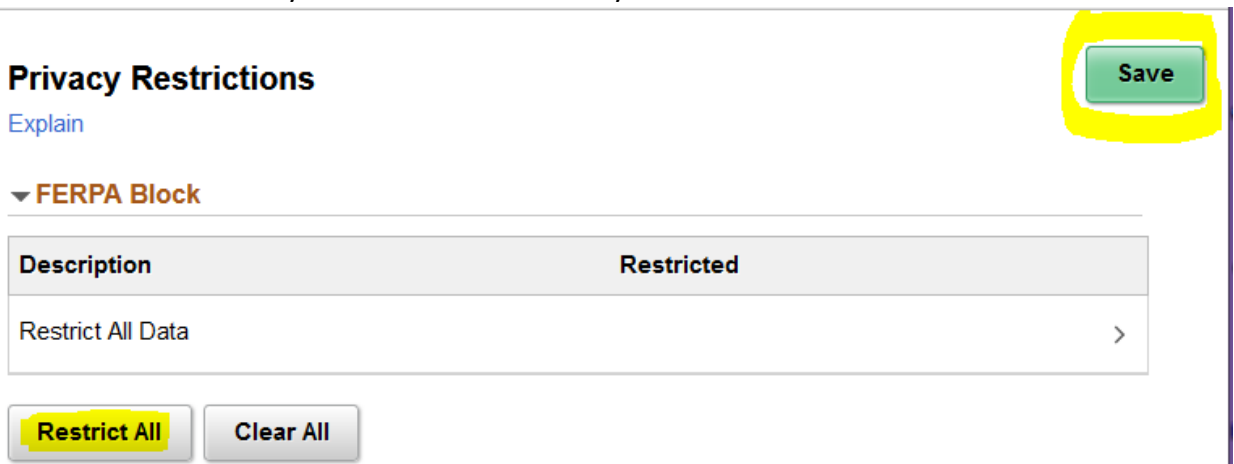
1. Log into ctLink and navigate to your Student Homepage.
2. Click on the Profile Tile



3. Click on the Menu for Privacy Restrictions



4. Choose "Restrict All" if you do **not** want directory information released.



5. Click "SAVE"

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This will tell anyone who is working with your student record that you have placed privacy restrictions on your records, and this is what staff and faculty will see:

**This student has requested a FERPA Block so no information is releasable without prior consent.**

## Confidentiality of Student Records

The College may disclose personally identifiable information designated as directory information from a student's education records without prior consent unless the student informs the Registration and Records Office in writing that directory information should not be released without their written approval.

## Directory Information

The College designates the following information from a student's education record to college officials who have a legitimate education interest in the records. A College official has a legitimate educational interest if the official is:

- Performing a task or service specified in the official's position description or contract
- Performing an instructional task directly related to the student's education
- Performing a task related to the discipline of a student
- Performing as a faculty advisor, program director or dean Providing a service or benefit relating to the student or student's family, including, but not limited to, health care, counseling, job placement, financial aid or health and safety emergency

## Disclosure of Education Records to College Officials

The College will disclose information from a student's education records to other than College officials, only with written consent of the student, except:

- To officials of another school where the student seeks or intends to enroll
- To certain authorized government representatives, including the Comptroller General of the United States, and state and local educational authorities In connection with the student's financial aid request or award and the information is necessary for certain purposes set forth in the regulations, including eligibility, the amount of aid the conditions for aid or to enforce terms or conditions of the aid
- To organizations conduction studies for or on behalf of the College, or on retainer or purchase agreement to provide a service, such as an attorney providing legal services to the College. Legitimate educational interest will be determined on a case-by-case basis
- To comply with a judicial order, lawfully issued subpoena, or IRS summons. (The College must make a reasonable effort to notify the student of the order or subpoena in advance of compliance unless the court has ordered non-disclosure).
- To appropriate parties in a health or safety emergency

## Privacy Restriction Student Guide

- To the parents of a student, claimed as dependent for income tax purposes, as defined in section 152 of Internal Revenue Code of 1986, as amended
- To organizations or individuals conducting studies for or on behalf of an educational agency or institution if conducted in a manner that does not permit personal identification of the student
- To the victim of a crime of violence or a non-violent sex offense of a disciplinary proceeding conducted by the College
- To the parent of a student under the age of 21 if the student has violated any federal, state or local law, College rule or policy, governing the use of alcohol or a controlled substance in connection with litigation by the school against a student or vice versa