

## Family Educational Rights and Privacy Act Student Privacy Restriction Levels

The Family Educational Rights and Privacy Act of 1974 (FERPA) insures confidentiality of your educational records and restricts disclosure of or access by third parties, except as authorized by law. You have the right to inspect your educational records, with certain exceptions. If you believe these records are inaccurate you may request an amendment and, if denied, have the right to a hearing and to place a letter of disagreement in your file if the outcome of that hearing is negative. You have the right to file a complaint with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605, if you believe that Harvard University School of Public Health has failed to comply with the act's requirements.

Questions may be directed to the HSPH Registrar's Office at (617) 432-1032.

### Family Educational Rights and Privacy Act Restriction Levels

The School of Public Health has designated certain types of personally identifiable information as "Directory Information." This includes your name, photograph, department and degree program, dates of enrollment, enrollment status, prior degrees and awards received, prior educational institutions attended, current address, telephone listing, electronic-mail address, and country of origin. This information will appear in University publications (hard copy and electronic), such as *directories and Commencement publications*.

Non-Directory information may be disclosed to School officials with legitimate educational interest. The School of Public Health **will not** release this data, except as authorized by law.

School of Public Health policy prohibits the sale of all student information to outside parties.

- By restricting your Directory Information, the Registrar's Office will not be able to release your information over the telephone to friends, family and colleagues, nor will you be able to conduct business with the Registrar's Office over the telephone.
- If you restrict this information your name, photograph, current address and telephone number, and degree information will not appear in the school's photo directory. It will also preclude your listing in University-wide publications such as directories and commencement publications

**To indicate your FERPA restriction level, please proceed to the Biographical Information Screen in OASIS.**