Rhombus University

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CONFIDENTIALITY AND PRIVACY POLICIES

Student's Right to Privacy (FERPA)

Rhombus University (RU) maintains compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. FERPA defines requirements which are designed to protect the privacy of student records maintained by RU. The law requires that:

1. Students should be provided access to official records directly related to them. Students who wish to see their records must make an appointment or submit a written request through RU's registrar representative.

2. Students may not remove any materials, but are entitled, at their expense, to one copy of any materials contained in their file, unless a disclaimer appears on the document indicating that the student is not to be given a copy, or if the student waived the rights to the document.

3. Students should be given the opportunity for a hearing to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate. The right to a hearing under the law does not include any right to challenge the appropriateness of a grade as determined by the faculty member.

4. Students' written consent must be received prior to releasing personally identifiable student data from their records to other than a specified list of exceptions. RU is authorized to release public directory information concerning students. Directory information includes the student's name, address, phone number, date and place of birth, major field of study, dates of attendance, certificates and awards received, and the most recent previous educational agency or institution attended by the student. Directory information is subject to release by RU at any time unless the registrar representative has received a prior written request from the student specifying that the information not be released.

RU is authorized to provide access of student records to RU officials and employees who have legitimate educational interests. These are persons who have responsibilities in RU academic, administrative, service or research functions.

A copy of RU's FERPA policy is available to students through the Registrar's Office. Education records will be released pursuant to a judicial order or a lawfully issued subpoena, but only after the student is given reasonable and necessary notification of

RU's intent to comply with the subpoena before release of the records.

Students have the right to restrict disclosure of directory information. Written requests for privacy holds should include name, address, specific records to be withheld and/or to whom the privacy hold applies, and the student's signature and date. Requests are valid throughout student's enrollment unless otherwise notified.

Congress has provided the Family Education Rights and Privacy Act in that a student have certain rights of access to his/her education records (available on the website).

Rhombus University Policy on Record Storing and Retention:

It is the policy of Rhombus University to maintain the majority of all paperwork electronically on a secure computer that is password protected and includes firewalls and normal computer safety or in a secured, cloud-based storing system. If a document must be maintained in physical form, it will remain in a locked filing cabinet in a secured location for at least five years. Transcripts shall be maintained indefinitely. For all student and faculty documents, Rhombus University stores documents electronically in Populi, a secured cloud-based, customer management system. As documents arrive on the physical location of the administrative offices, a representative scans the documents, saves them electronically in the Populi system, and then shreds the paper copies. Populi stores information for applications, admissions, enrollment, student accounts, faculty documents, grades, and all other information. Identified executive administration of Rhombus University have access to all documents and give access to those appropriate to be accessing the documents to fulfill their job descriptions. Any computer with access to the student or faculty documents will have normal internet security software, such as fire walls and anti-virus software, as well as the computer and Populi being password-protected.