



Important PRIVACY Information - FERPA



Data Privacy and the ISIS Application

The Faculty Self Service pages in the ISIS Application provide users access to a great deal of student information. With access comes responsibility and legal issues over data privacy, particularly in the area of student data. Student Data is protected by FERPA - The Federal Education Rights and Privacy Act.

What is FERPA?

FERPA is a Federal Law (Also known as the Buckley Amendment)

This Law Protects the privacy of a student's educational records

This Law Applies to all educational agencies or institutions that receive funds under any program administered by the Secretary of Education

The law dictates that the student must be allowed to prevent the release of personal information to people for non-University business.

When students opt to protect their information, 'Protected' information includes:

Bio Demo Data (Name, Address(s), Phone Number(s), Email, Date of Birth, Birth Location, Marital Status, Personnel Status and Gender)

Social security number

Student identification number

Race

Ethnicity

Nationality

Class Schedule


Emergency Contacts

No information can be released

To anyone outside of UMass except as provided by law

-or-

To anyone within UMass who does NOT have a need to know

The presence of the FERPA icon  on a student or alumnus's record indicates the student has chosen to have their personal information protected. No information should be released without the student's signature authorizing its release.

When in doubt, do not give ANY information out.

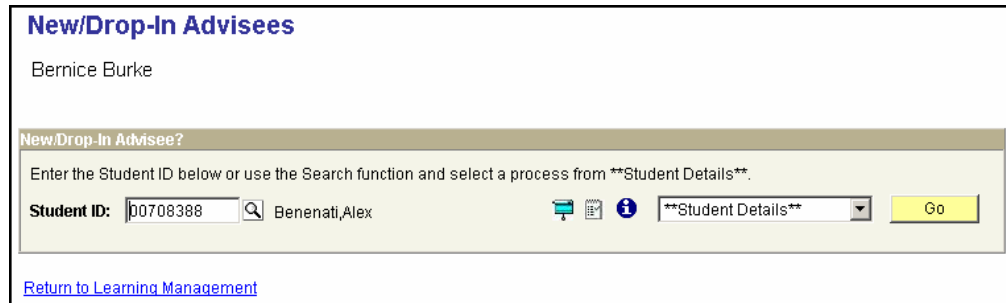
Please contact the Registrars' Office if you have any questions.

- Step** 1. Begin by logging on to the ISIS application by entering your ISIS User ID and Password.
Navigate to the **New/Drop-In Advisees** page.




SA Self Service → Learning Management → Home → Learning Management → New/Drop-In Advisees


The **New/Drop-In Advisees** page opens.



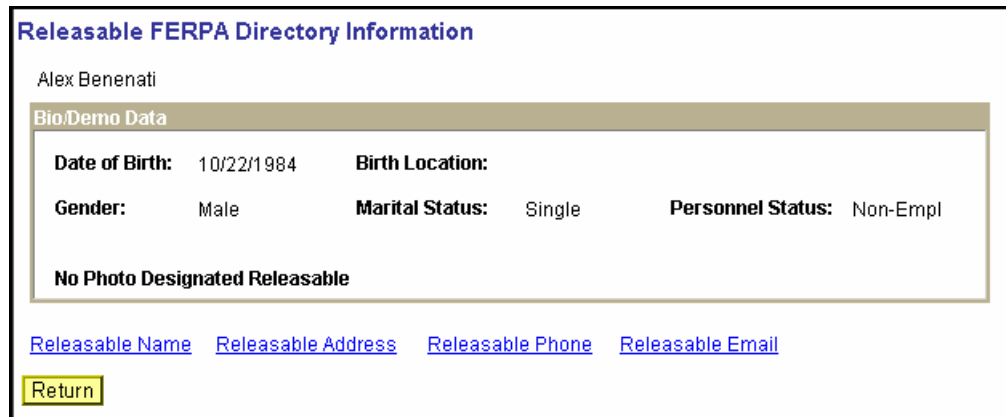
The screenshot shows the 'New/Drop-In Advisees' page. At the top, it says 'Bernice Burke'. Below that is a search box titled 'New/Drop-In Advisee?'. The search box contains the text 'Enter the Student ID below or use the Search function and select a process from **Student Details**.' Below the search box, there is a 'Student ID' field with the value '00708388', a search icon, the name 'Benenati,Alex', a FERPA icon, a dropdown menu with the value '**Student Details**', and a 'Go' button. At the bottom of the search box, there is a link 'Return to Learning Management'.



Note: If there is a  FERPA icon next to the Student Details drop down menu it indicates that FERPA restrictions have been applied to this record.

Step 2. Click .

The **Releasable FERPA Directory Information** page for that student opens.



The screenshot shows the 'Releasable FERPA Directory Information' page for Alex Benenati. Below the name, there is a 'Bio/Demo Data' section. This section contains the following information: 'Date of Birth: 10/22/1984', 'Birth Location:', 'Gender: Male', 'Marital Status: Single', and 'Personnel Status: Non-Empl'. Below this information, it says 'No Photo Designated Releasable'. At the bottom of the page, there are four links: 'Releasable Name', 'Releasable Address', 'Releasable Phone', and 'Releasable Email'. A 'Return' button is also present at the bottom left.

Step 3. Click on each of the links; **Releasable Name**, **Releasable Address**, **Releasable Phone**, and **Releasable Email** and the corresponding page of releasable information will display.



Note: The information displayed on this page and the linked sub pages displays the information the student has determined can be released.

If no information and no links display, the student has opted to protect all personal information. ALL inquiries regarding this student should be referred to the Office of the Registrar.



Note: FERPA Restrictions are not institution keyed. Therefore, the information is restricted for all UMass campuses.



Note: The FERPA Restriction flag is visible online but it does not secure the data stored in the database tables. Therefore users should be aware that restricted data will appear in reports and should be treated in a secure fashion.

- Step 4.** Click **Return**.
- Step 5.** The **Releasable FERPA Directory Information** page opens.
- Step 6.** Click **Return**.
- Step 7.** The **Student Advisee Roster** page opens.

End Procedure