

SHARING DATA

Guiding Questions

Whenever you prepare to share student information with others, start by asking two key questions.

- Do you have the authority to divulge this information?
- Is the requesting person or agency authorized to access all (or partial) student data?



Authorized to Share

"Schools may disclose, without consent, 'directory' information..."
~Dept of Education

UNC Policy has designated directory information as:

Student name, address, phone number, email address, date of birth, dates of attendance, full/part time enrollment status, student classification, major field of study, degree pursued, degree conferred (and degree dates), honors/awards/publications, most recently attended educational institution, participation in officially recognized sports/activities, and physical factors of athletes.

- ⊗ **Note:** students may opt-out of directory information (list as confidential). Do **not** disclose confidential student information.



UNC School Officials - Legitimate Educational Interest

If you are a UNC employee, you can share sensitive student information (such as: social security #, Bear #, race, ethnicity, nationality, gender, HIPPA data, grades, and/or credit card information) with other UNC employees via a secure channel **IF** they have legitimate educational interest in the student.

Secure ways to share sensitive or person student information with UNC employees:

- ✔ • UNC Outlook Email (with designated recipient & password protection)
- ✔ • UNC OneDrive (with direct link & password protection)
- ✔ • UNC Online SharePoint Site (with direct link & password protection)



Non-UNC Entities

If you are an authorized employee, who is sharing personal student information with persons or agencies outside of UNC, you may only share information for legitimate educational interest and/or limited scope of work. To share with outside entities, you **MUST** have prior authorization from a supervisor or IRAS.

Secure ways to share sensitive or person student information with UNC employees:

- UNC OneDrive (with direct link, password protection, and restricted access)
- UNC Online SharePoint Site (with direct link, password protection, and restricted access)

- ⊗ **Note:** only send sensitive student data via UNC domains @unco.edu or @bears.unco.edu - other addresses may not be encrypted.



Stop - Before Your Share

If you get a request from a person/agency outside of your scope of work or from agencies seeking a request outside of the situations listed, you **MUST** get authorization before sharing sensitive student data.

To share confidential student data, you need written consent from the student or special authorization from IRAS.

For more information about special requests or circumstances, please visit UNC's [Office of the Registrar's page on FERPA compliance](#).

