

Confidentiality and Privacy Policies

Olivet University International retains student records in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (*20 United States Code [U.S.C.] § 1232g; 34 Code of Federal Regulations [CFR] Part 99*).

The federal law allows student above age of 18 or attends a school beyond the high school level to have the rights:

- To inspect and review education records maintained by the school
- To request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, student has the right to place a statement with the record setting forth his or her view about the contested information

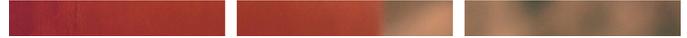
Regarding data disclosure, according to FERPA:

- A school must have written permission from student in order to release any information from a student's education record

- A schools may disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law

- A school may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell students about directory information and students a reasonable amount of time to request that the school not disclose directory information about them.



Olivet University International also adheres to the privacy requirements in the California Information Practices Act (California *Civil Code* Section 1798 et seq.), Article 1, Section 1 of the California Constitution, and all other applicable state laws and regulations that safeguard education records, privacy, and confidentiality.

Olivet University International acknowledges that the right to privacy is a personal and fundamental right protected by Section 1 of Article I of the Constitution of California and by the United States Constitution and that all individuals have a right of privacy in information pertaining to them. It recognizes that the right to privacy is being threatened by the indiscriminate collection, maintenance, and dissemination of personal information and the lack of effective laws and legal remedies. The increasing use of computers and other sophisticated information technology has greatly magnified the potential risk to individual privacy that can occur from the maintenance of personal information. In order to protect the privacy of individuals, Olivet University International is committed to maintain and disseminate personal information within strict limits.