HB1 is a new state law effective July 1, 2018. HB1 protects some student directory information (address, telephone number, and email address) by prohibiting institutions from disclosing this information without the student’s affirmative consent in writing to such disclosure. All VCCS student email/address/phone data is now considered non-directory information and has been removed from the list of directory information that may be disclosed without student consent.

Effective: July 1, 2018

Privacy of Student Records (FERPA)

Paul D. Camp Community College preserves the privacy and confidentiality of all student records and guarantees every eligible student the right to inspect and review his/her own educational records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA), sec. 438. A list of the educational records maintained by the College is available from the Admissions and Records Office. Student requests to review or challenge the accuracy of their PDCCC educational records should be addressed to the Dean of Student Services. The College reserves the right to arrange mutually convenient appointments for student inspection of records and to impose reasonable charges for copies should they be requested. The College indefinitely stores most student data in electronic form, including the student’s permanent record at the College (academic transcript). Disclosure of educational records to faculty and staff shall be for legitimate educational, routine administrative and statistical purposes. Personal identifiable information in a student’s record will not be released to anyone outside the institution without the student’s prior written consent; with the following exceptions as requested for or by:

- Directory information
- Authorized representatives of the Comptroller General of the United States, the United States Secretary of Education, state and local educational authorities
- Either parent, when the student is claimed as a tax Dependent

Directory Information

Colleges may disclose the following VCCS directory information items without the student’s prior consent:

- Student’s Name
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- Major field of study
- Dates of attendance
- Grade level
- The most recent educational agency or institution attended
- Number of credit hours enrolled
- Photos

Students may, if they desire, request that their directory information not be released. To prevent the disclosure of directory information, students must provide official notification to the office of the college's registrar by submitting a request in writing to the Dean of Student Services.

The College is obligated to release all requested records when served with a legally issued court order or subpoena. Documentation of released educational records in response to court orders or subpoenas is kept on file in Admissions and Records. The office attempts to notify the student prior to compliance, unless it is otherwise instructed by subpoena issued for law enforcement purposes. Among the exclusions from the definition of “education records” – and thus from the privacy requirements of FERPA – are records of a law enforcement unit of an educational agency or institution.

These records must be:
- created by a law enforcement unit;
- created for a law enforcement purpose; and
- maintained by the law enforcement unit. See 34 CFR § 99.8 (b)(1).

Excluded records do not include:
- records created by a law enforcement unit for a law enforcement purpose that are maintained by a component of the educational agency or institution other than the law enforcement unit (such as a principal or dean); or
- records created and maintained by a law enforcement unit exclusively for a non-law enforcement purpose, such as a disciplinary action or proceeding conducted by the educational agency or institution.