The Office of Privacy Protection & Management reminds you to “be aware before you share” when it comes to student information. It is important that we all do our part to protect student privacy.

One important way to do this is to ensure you know when you need student consent to share their information. Doing so will ensure not just compliance with the requirements of the Family Educational Rights and Privacy Act (FERPA) and University policy; it will also help ensure that privacy considerations become an integral part of our daily interactions with individuals and their information.

**WHAT IS FERPA?**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords students certain rights with respect to their education records.

Employees who work with students and their information (i.e. as “school officials”) are required to protect student records and the information those records contain and only share such information in accordance with FERPA’s requirements.

The protocols required by FERPA apply to ALL of our students on all campuses in all programs, including non-degree and non-credit courses.

The University’s [FERPA policy](#) provides information as to what FERPA requires of us as school officials. We encourage you to read the policy and pay close attention to the key refreshers outlined below.
WHAT QUALIFIES AS AN EDUCATION RECORD?

Any record (in any format or medium) in which a student can be identified and that is held by the University.

WHAT IS PRIOR WRITTEN CONSENT (PWC)?

In most cases, we need prior written consent to share education records or discuss information from those records. This means we need a student’s explicit permission in writing before we can share or discuss student information. PWC can be obtained in various ways:

- Email from UConn email account
- Release form (Linked Below)
- Letter with a signature Additional online tools* (Linked Below)

*Available for Storrs/Regionals only. Stay tuned for availability at UConn Health.

WHEN IS PWC NOT REQUIRED?

There are some circumstances when we do not need to obtain prior written consent from a student before releasing their records and information. The following are some of the most common exceptions when prior written consent is not required:

- Release of information about a student directly to that student
- Health & Safety emergencies that pose an articulable & significant threat
- Between “School Officials” with a “Legitimate Educational Interest”
- Certain Directory Information (see FERPA policy for more information)
Even when PWC is not required, certain protocols for sharing student information must be followed to ensure the privacy of our students and security of their information:

- Always verify that one of these exceptions applies before sharing student information or data
- Always confirm the identity of the individual with whom you are sharing data before you send it
- Always send records securely
- Contact the Office of Privacy Protection & Management with questions or concerns about sharing student information

To learn more about your obligations under FERPA and for additional resources, visit the: 

**FERPA WEBSITE**

If you need assistance, or would like an in-person training for your area, please contact:

The Office of Privacy Protection & Management at privacy@uconn.edu or (860) 486-4805