



## COMPLIANCE CHATTER

# Fall Series

Providing compliance reminders and resources all autumn long!

**This week's topic:** FERPA and inadvertent disclosure



## What is an Inadvertent Disclosure?

Under the Family Educational Rights and Privacy Act of 1974 (FERPA), University employees are required to protect student education records and the information contained in those records. Additionally, employees must ensure that any disclosure of education records and information is in compliance with the [University's FERPA policy](#).

Inadvertent disclosure happens when personally identifiable information from a student's education record is unintentionally shared or made available to individuals who do not have the appropriate authorization. Importantly, an inadvertent disclosure may occur internally within UConn and is not limited to an external disclosure of information.

## How to Prevent an Inadvertent Disclosure

It is everyone's responsibility to take time to safeguard education records and information. Here are some tips to help you easily do that:

- Use a secure file sharing system, like [SharePoint](#), rather than sending large files such as a spreadsheets containing student information over email;
- If using [SharePoint](#) to share documents, be sure to create new files rather than editing and reusing existing files to ensure previous versions of the document are not

- accessed;
- If you use email to share student information or records, be sure to double-check the recipients and their email addresses before hitting send;
- When emailing a group of students, use the Bcc line to prevent disclosure of individual student information to the entire group
- Do not share or discuss student information with other employees unless they need to know as part of their official duties with UConn
- Do not share or discuss student information publicly or on social media

## What to Do if an Inadvertent Disclosure Occurs

Swift action can lessen the impact of a privacy incident and can mitigate the consequences. If inadvertent disclosure occurs, contact the Privacy Officer at [privacy@uconn.edu](mailto:privacy@uconn.edu) to inform them of the incident and get additional guidance on how to manage the issue.

If the disclosure occurred over email, try to recall the email using the recall function in Outlook. You can also contact [UConn Storrs and Regional Information Technology Services](#) or [UConn Health Technology Support](#) to request assistance.

## Additional Resources



[Explore More Topics](#)

Review additional Compliance Clips and Chatters.

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SUCCESS

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University of Connecticut | 28 Professional Park Rd (Unit 5084), Storrs, CT 06268

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